EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-05

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Eval of Industrial Dischargers
	Base X Option Period Number	

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	Sections 3.2, 3.5, 3.6

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	09/26/2012 To 09/25/2013		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

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Contract: EP-C-12-021
Work Assignment: 0-05

Title: Evaluating Categories of Industrial Dischargers for Potential National Regulations

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POP: September 26, 2012 through September 25, 2013

Introduction:

The 1972 Clean Water Act directs EPA to develop national regulations placing limits on the pollutants that are discharged by categories of industry to rivers and streams (termed "effluent guidelines") or to sewage treatment plants[1] (termed "pretreatment standards"). The Act also directs EPA to develop national regulations for new industrial facilities (termed "new source performance standards").

An additional critical component of the Act is that it requires EPA to periodically study and review existing effluent guidelines, pretreatment standards, and standards of performance for new sources and consider the need to develop regulations for industries not covered by a national regulation. These planning requirements are found in several sections of the Clean Water Act (CWA). Section 304(m) provides for an effluent guideline plan that contains three basic elements to be published on February 4, 1987 and biennially thereafter.

First, EPA must establish a schedule for the annual review of existing effluent guidelines promulgated under Section 304(b), (i.e., limitations for existing direct dischargers) and for annual revision of the guidelines if appropriate (see Section 304(m)(1)(A)). Second, EPA must identify categories of sources that directly discharge toxic or non-conventional pollutants for which EPA has not published effluent limitations guidelines or new source performance standards (see Section 304(m)(1)(B)). Third, EPA must set a schedule for the establishment of national regulations for any categories identified in the second step, with a final promulgated regulation three years after identification in a national plan (see Section 304(m)(1)(C)).

For indirect dischargers, Section 304(g) requires EPA to review at least annually and, if appropriate, revise the pretreatment standards EPA has promulgated under CWA Section 307. In addition, Section 307(b) provides that EPA must promulgate pretreatment standards for categories of sources not subject to existing pretreatment standards if there is pass-through or interference at POTWs. As good government practice, EPA publishes the findings of its annual reviews of direct and indirect dischargers together in one document, the "Effluent Guidelines Program Plan." EPA publishes a preliminary Plan in odd-numbered years and publishes a final Plan in even-numbered years after public review on the preliminary Plan.

Under this work assignment, the contractor will provide technical support to EPA in conducting its Section 304/307 annual review of existing effluent guidelines and standards and identifying and evaluating new sources of wastewater discharges. In addition, the contractor will provide support to EPA with the following tasks:

- Develop a work plan and provide bi-monthly and monthly progress reports;
- Develop an electronic schedule compatible with Microsoft Project;
- Develop a revised annotated timeline for guiding the 2013 annual review and developing the 2012 final effluent guidelines program plan and 2014 preliminary

[1]Also referred to as publicly owned treatment works or POTWs.

plan;
- Prepare quarterly Quality Assurance reports;
- Provide technical support to EPA in evaluating industrial facilities or categories;
- Provide technical support to EPA for briefings and for public and industry outreach activities; and,
- Provide technical support to EPA for Section 304 activities, preparing and maintaining a record, and drafting support documents.

During this work assignment, the contractor will provide the following deliverables to EPA:

- Work plan and cost estimate;
- Bi-monthly and monthly progress reports;
- Any necessary revisions to the existing QAPP, if required by EPA;
- Quarterly Quality Assurance reports;
- Detailed Investigations on Specific Industries Identified by EPA;
- Analysis supporting Section 304 effluent guidelines review activities;
- Docket materials; and,
- Quick turnaround tasks.

General Work Assignment Requirements:

Deliverable Formatting and Terminology. Throughout this Work Assignment, the contractor shall provide draft and final reports to EPA in electronic and hard copy formats. The EPA WAM and contractor will use the terminology in this work assignment to improve the deliverable review process. See Attachment A. The contractor shall discuss the computer file formats to be used for word processing, spreadsheet, database and graphics with the EPA Work Assignment Management (WAM) prior to file preparation. The EPA WAM will identify for the contractor which documents will be posted on EPA's Effluent Guidelines webpage (http://epa.gov/guide/304m/index.html). These documents posted to the Effluent Guidelines webpage will need to be Section 508 compliant.[2] For planning purposes, the contractor should assume that the following documents will be posted to EPA's Effluent Guidelines webpage: (1) the Annual Review Report for the 2013 reviews, the preliminary 2014 effluent guidelines program plan ("2014 Prelim. Plan"); the final 2012 Plan and (2) User's Guides for the dockets for the preliminary 2014 Prelim. Plan and final 2012 Plan.

[2] See http://www.epa.gov/epahome/accessibility.htm.

Travel. EPA anticipates a limited need for non-local travel by contractor employees and/or subcontractors to support the scope of this work assignment (e.g., site visits and sampling activities, attending public meetings). The contractor will provide specific travel details and costs in a request for travel approval submitted for WAM review and Project Officer (PO) signature before each trip occurs (as specified by the contract per clause H.32).

Confidential Business Information. The contractor will, at all times, adhere to Confidential Business Information (CBI) procedures when handling industry information. The contractor will manage all reports, documents, and other materials and all draft documents developed under this work assignment in accordance with the procedures set forth in its "Office of Science & Technology Confidential Business Information (OST-CBI) Application Security Plan," dated December 5, 2007 or its successor approved plans. See Task 9 for more details.

Identification as Contracting Staff. To avoid the perception that contractor personnel are EPA employees, contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and visiting field sites. When speaking with the public the contractor should refer all interpretations of policy to the EPA WAM.

Conference Activities. All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA Project Officer as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the Project Officer.

Limitation of Contractor Activities. The contractor will submit drafts of all deliverables to the EPA Work Assignment Manager (WAM) for review prior to submission of the final product. The contractor will incorporate all EPA WAM comments into all final deliverables, unless otherwise agreed upon by the EPA WAM. The contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), PO, and WAM.

Deliverables. Major technical reports shall be subject to internal contractor peer review by an expert(s) not directly involved in the mainstream Work Assignment tasks. Deliverables will be prepared with proper adherence to EPA style and format requirements.

Deadlines. For the purpose of developing the work plan, the contractor shall assume the deliverable due dates provided with each task. Most of the deadlines are associated with Agency milestones which are subject to change. Based upon past experience with the 304(m) planning process, any changes in schedule tend to result in extensions, rather than shorter schedules. In either case, if the schedule changes then the EPA WAM, PO, or relevant task manager will change the deliverable deadlines through written technical direction. The EPA WAM/PO/TM also will use written technical direction to change a deadline if management requires any particular deliverable earlier than specified in the following tasks. For any deliverable, no deadline will extend beyond the WA period of performance. The following table provides a

summary of the Agency milestones and current schedule.

Milestone	Current Schedule
Publication of Preliminary 2012 Plan	October, 2012
Publication of the Final 2012 Plan	December, 2012
Publication of Preliminary 2014 Plan	July, 2013
Publication of 2013 ARR	July, 2013

Tasks:

Task 1 – Program Management:

The contractor shall develop a work plan describing the necessary steps and estimated hours to complete each of the tasks included in this work assignment. The work plan shall also include a list of the key personnel to participate in the work assignment. The contractor shall also estimate direct costs such as travel, computer costs, typing, etc.

The contractor shall provide electronic copies of the monthly progress reports to the EPA WAM and PO. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties.

In addition to the monthly progress reports, the contractor shall prepare monthly and mid-monthly status summaries (in a Microsoft Excel compatible format) to the EPA WAM, EPA PO, and task managers. The monthly and mid-monthly status reports shall list the following information by task: budgeted LOE for each task, summaries of current and cumulative costs and LOE expended for the reporting period. The mid-monthly and monthly summaries of costs and expenditures LOE shall be provided prior to the progress report.

The contractor will prepare an annotated timeline for completing the 2013 review and 2012 Preliminary Plan and for preparing the final 2012 Effluent Guidelines Program Plan and the 2014 Prelim. Plan. This annotated timeline will describe the major elements of developing these materials from beginning to end and their timing and LOE. The EPA WAM will use the timeline to identify all major project tasks, track the project's progress, and coordinate all aspects of the project. The contractor will document the annotated timeline in a document for the EPA WAM's review. The contractor will also use this timeline to develop an electronic 304(m) project schedule compatible with Microsoft Project.

Finally, to ensure that the passwords remain active at all times for all authorized users, this work assignment requires each user to access the mainframe at least once a month. This practice is necessary to: (1) ensure that the contractor will have timely access to mainframe data for any request under this work assignment; and (2) minimize the oversight required by EPA RACF staff to reset passwords.

The contractor shall document its compliance with this requirement in:

- The monthly progress report: for each user, identify one date during the month when the user accessed the mainframe.
- The monthly ADP report distributed to the EPA WAM, EPA PO, and the EPA RACF coordinator. See Attachment B.

TASK 1 – DELIVERABLES	
Deliverable	**Deadline**
Work Plan	• 15 days from issuance of work assignment
Progress Reports	• Monthly
Mid-Monthly Reports	• Mid-monthly and monthly
ADP report	• Monthly
1st Draft - Draft Annotated Timeline	• 45 days from issuance of work assignment
2nd Draft - Draft Annotated Timeline	• 14 days from receipt of EPA WAM comments
1st Draft - Electronic Schedule (compatible with MS Project)	• 45 days from issuance of work assignment
2nd Draft - Electronic Schedule (compatible with MS Project)	• 14 days from receipt of EPA WAM comments

Task 2 – Quality Assurance:

Quality Assurance Project Plans are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1A2 and implementing guidance CIO-2105-P-01-0. All projects that involve the generation, collection, analysis and use of environmental data must have an approved QAPP to assure the quality, objectivity, integrity and utility of the data and information used in the project.

QA Project Plan Requirements

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place for work that involves the collection, generation, evaluation, analysis or use of primary environmental data. The QAPP defines and documents how specific data generation and collection activities shall be planned, implemented, and assessed during a particular project. Order CIO 2105.0 requires that the quality system require quality assurance project plans or "equivalent documents" for all projects and tasks involving secondary environmental data. These data collection activities need not be documented in a format as formal as a quality assurance project plan. The traditional quality assurance project plan requirements are clearly designed to address primary data collection activities and may not adequately address secondary data. The Office of Water quality system explicitly provides for a graded approach to the documentation of environmental data activities under a QAPP or equivalent document.

To ensure that all data and information collection activities performed under this work

assignment are compliant with EPA's quality system requirements, the Contractor shall adhere to the approved QAPP when generating, collecting and determining the use of data and information for any applicable task under this work assignment. If the contractor has prepared and submitted an approved Programmatic QAPP (PQAPP) that covers the work described under this work assignment, then the PQAPP will be used, supplemented as necessary by a Supplemental QAPP (SQAPP).

The contractor shall prepare a Supplemental QAPP (SQAPP) after an approved Programmatic QAPP (PQAPP) has been prepared to address any lack of coverage under the PQAPP as based on WAM comments and a guiding QAPP Checklist to assure that the SQAPP adequately documents how quality assurance (QA) and quality control (QC) will be applied to all activities to be performed under this work assignment. If an existing PQAPP will be used, the contractor shall verify that existing PQAPP content (e.g., organizational charts, roles and responsibilities, QA/QC procedures, checklists, SOPs, etc.) are still appropriate for the work to be performed under this work assignment. In addition, the contractor shall verify that the PQAPP addresses the items detailed in Attachment A ("Quality Assurance") to this WA.

Deliverables and schedule under Task 2

TASK 2 - DELIVERABLES	
Deliverable	**Deadline**
SQAPP	• 10 days after submittal of an SQAPP checklist by the WAM.
Revisions based on EPA feedback	• 7 days after receipt of EPA feedback.
Final SQAPP for this Work Assignment	• 5 days after EPA feedback
QAPP progress reports	• Monthly

Task 3 – Completion of 2011 Annual Review and publication of the 2012 Preliminary Plan:

The contractor shall support EPA in completing the 2011 304m annual review and in publishing the 2012 Preliminary Plan by completing the preparation of all necessary supporting documentation, reviewing and editing final documents and preparing for publication, web postings and possible public meetings and outreach. In addition, the contractor shall provide support on all public comments that are submitted, including logging, tracking, setting up comment databases, drafting technical responses, and reviewing comments and responses.

The contractor shall also finish assembling all information for the public and confidential records for the 2011 annual review and the Preliminary 2012 Plan. The contractor shall coordinate with the Office of Water Docket office to ensure the record will meet the docket's requirements including any FMDS requirements.

TASK 3 – DELIVERABLES	
Deliverable	**Date**
Complete all 2011 review and preliminary 2012 Plan documents	• According to a schedule developed by the contractor and approved by the WAM.
Four copies on DVD-ROM of the record index (in Microsoft Access compatible format) and all electronic documents in the public record for the preliminary and final Plans.	• At publication of the preliminary 2012 Plan

Task 4 – Completion of 2012 Annual Review and publication of the 2012 Final Plan:

The contractor shall support EPA in completing the 2012 304m annual review and in publishing the 2012 Final Plan by completing the preparation of all necessary supporting documentation, reviewing and editing final documents and preparing for publication, web postings and possible public meetings and outreach. In addition the contractor shall provide support on all public comments that are submitted, including logging, tracking, setting up comment databases, drafting technical responses, and reviewing comments and responses.

The contractor shall also finish assembling all information for the public and confidential records for the 2012 review and the final 2012 Plan. The contractor shall coordinate with the Office of Water Docket office to ensure the record will meet the docket's requirements including any FMDS requirements.

TASK 4 – DELIVERABLES	
Deliverable	**Date**
Complete all 2012 review and final 2012 Plan documents	• According to a schedule developed by the contractor and approved by the WAM.
Four copies on DVD-ROM of the record index (in Microsoft Access compatible format) and all electronic documents in the public record for the preliminary and final Plans.	• At publication of the final 2012 Plan

Task 5 – 2013 Annual Review and Preparation of Preliminary 2014 304m Plan:

The contractor shall support EPA in conducting the 2013 304m annual review and for publishing the 2014 Preliminary Plan by completing the preparation of all necessary supporting documentation, review and editing final documents and preparing for publications, public meetings and potential outreach. The contractor shall support EPA in adherence with the odd year 304 methodology using TRI and DMR databases and the Toxicity Ranking Analysis and through technical directives issued by the WAM, if needed. The contractor shall collect, and catalogue all public comments on the Preliminary 2014 Plan and review and assist EPA in preparing a comment response document.

TASK 5 – DELIVERABLES	
Deliverable	**Deadline**
Completed 2013 annual review	• July 2013
Draft Preliminary 2014 Plan and 2013 Annual Review Report (ARR)	• August 2013
Final 2013 Annual Review Report (ARR)	• September 2013
Final Preliminary 2014 Plan	• September 2013
Four copies on DVD ROM of the record index (in Microsoft Access compatible format) and all electronic documents in the public record for the preliminary and final Plans.	• September 2013
Completed record and docket	• September 2013
Response to Comments Document	• September 2013

The Contractor may prepare a master schedule, if deemed more efficient, for all three related annual review components described in Tasks 3-4-5 above.

Task 6 – Effluent Guidelines Implementation Support and Technical Support for Briefings, Public Outreach Activities and Other Activities:

The contractor shall provide technical support for the implementation of existing effluent guidelines rulemakings. Specifically, the contractor will help with the preparation of guidance documents supporting the implementation of the existing effluent guidelines. For planning purposes the contractor should assume four (4) technical memos supporting existing effluent guidelines. Preparation of these four (4) technical memos will likely involve the review of current permits and fact sheets, DMR data, and other facility specific information.

The contractor will provide technical support to the EPA in responding to inquiries from other EPA offices, stakeholders, and permitting authorities in implementing existing effluent guidelines. For planning purposes the contractor should assume twelve (12) requests of varying effort will be required by EPA during the period of performance.

The contractor will prepare materials identified by the EPA WAM through written technical direction to support Agency briefings as well as EPA's 304(m) outreach activities to the public and to industry. These materials may include presentations, reports, brochures, leaflets, and posters.

The contractor shall provide supporting information for briefings and support on FOIAs

(i.e. locating and supplying the WAM or PO with relevant information to be used in the Agency's response to the FOIA) as directed in writing by the WAM or PO. For purposes of the workplan, the contractor shall assume that it will support three FOIA requests and three briefings.

The contractor may be required to attend outreach activities or ship materials on a case-by-case basis as required by the EPA WAM's technical direction. The contractor will submit detailed plans and approaches upon receipt of technical direction from the EPA WAM. The contractor will submit materials to EPA for review and approval prior to their implementation. When conducting outreach activities, the contractor personnel will clearly identify themselves as contractor employees both orally and via the use of identification badges. Typically the contractor will be required to provide products within two weeks or less.

TASK 6 – DELIVERABLES	
Deliverable	**Deadline**
Four (4) Technical Memos Supporting Existing Effluent Guidelines	• By written technical direction.
Twelve (12) Technical Support Actions For EPA Offices, Stakeholders, And Permitting Authorities In Implementing Existing Effluent Guidelines	• By written technical direction.
Presentations, Reports, Brochures, Leaflets, And Posters	• By written technical direction.
Briefing / FOIA Support	• Requests to be supplied within 14 days

Task 7 - EJ Screening Analysis:

The contractor shall review EPA's EJScreen tool and develop a methodology using the tool and other resources for factoring in an EJ screening analysis at the best possible stage of the 304m screening review process.

TASK 7 – DELIVERABLES	
Deliverable	**Deadline**
Draft methodology for including an EJ screening analysis in 304m review process	• End of Dec., 2012
Final EJ screening methodology	• March, 2013
Implement EJ analyses as a part of the 304m screening process	• July, 2013

Task 8 - Mountain Top Mining Study:

Under this task, the contractor shall conduct the following work for EPA. The contractor shall prepare the Final MTM Pollutant and Technology memorandum, shall provide all necessary support to develop and prepare docket materials; and shall provide support for miscellaneous quick-turnaround tasks as directed by the WAM and Task Manager.

TASK 8 – DELIVERABLES	
Deliverable	**Deadline**
Final MTM Pollutant and Technology memorandum	• 30 days after receiving comments from EPA on Draft memorandum
Docket materials	• Ongoing during task
Quick-turnaround tasks	• Ongoing during task

Task 9 - CBI Procedures:

During the course of the work assignment, the contractor will be accessing and evaluating CBI. As such, the contractor shall adhere to EPA's CBI policy and procedures as described in the contract statement of work, Section 1.2. The contractor must maintain CBI security clearance to use CBI information (Refer to Section H of the schedule for security requirements and 70 FR 9070; February 24, 2005). The contractor will not disclose any CBI to anyone other than EPA without prior written approval from the EPA WAM. The contractor shall utilize CBI information in accordance with contract requirements and limitations to include using the "Office of Science & Technology Confidential Business Information (OST-CBI) Application Security Plan," dated December 5, 2007 or its successor approved plans.

TASK 9 – DELIVERABLES	
Deliverable	**Deadline**
A CBI program in compliance with the requirements of contract EP-C-12-021, the contractor and the requirements of the contractor's CBI Plan.	• Ongoing

ATTACHMENT A

Quality Assurance should:

- Describe the quality measures for the generation (including field studies, laboratory studies, and modeling output), collection (including surveys, literature searches, secondary and third party data), evaluation (including data inspection, review, assessment, and validation), analysis (including statistical, engineering, and economic analysis and testing, evaluation, and validation of methods and models) and use of data and information to support EPA decisions, regulations, policy, publications or tools (including effluent guidelines, methods, criteria, standards, environmental assessments, and models, tools, or reports disseminated by EPA to assist other organizations in implementing environmental programs). Examples of data include, but are not limited to, wastewater sample analysis results, flow measurements or data, facility questionnaire data, economic data, results of models and secondary data. Note that QAPPs are also required for the development or revision of models and software that support the generation, collection, evaluation, analysis or use of data.

- Provide enough detail to clearly describe objectives of the project supported by the work assignment; the type of data to be collected, generated, or used under this work assignment to support the project objectives; the quality objectives needed to ensure that the data and information will support the project objectives.

- Include specific quality performance criteria and measures that will be used to verify that data and information generated, collected or used in this work assignment meet those criteria. If a database or other electronic tool (e.g., model, spreadsheet, etc.) will be created for the project, the QAPP must describe the quality measure and criteria for the database or electronic tool, the controls to ensure accurate data entry (when data from another source are manually entered into the database), data transfer (when data are transferred from one electronic medium to another), or data merging (when data from multiple databases or electronic media are merged into a single database).

- Explicitly mention supporting QA tools, such as SOPs, checklists, and guidelines that the contractor will use in the project to document data quality. The SOPs must be referenced or included as attachments. SOPs and other supporting QA tools must be reviewed and approved by EPA prior to use.

- Address the following "general questions that are applicable to all QAPPs that support EAD effluent guidelines projects":
  - What is the objective/goal of this effort?
  - What are the QA/QC roles and responsibilities of staff who will support this project, and how to they relate to the specific QA/QC key steps?
  - What QA/QC training and competency requirements are necessary for key personnel that will support the project?

- If models will be used to support the project, what are these models, why have they been selected, and how will they be validated, documented, and used?
- What SOPs, tools and checklists that will be used, if any?

➢ Addresses the following questions related to Step 12 from the Effluent Guidelines Development Process flowchart (see diagram below).

- What Internet, EPA, and other information sources can be used for secondary data collection?
- What are the selection and acceptance criteria/quality control requirements for secondary data collection?
- What documentation of data quality is available from secondary sources?
  -Is there documentation of criticisms or support for use of those sources?
- How will the suitability of models be assessed?

- If minor changes are needed to the existing QAPP, the Contractor shall submit a revised QAPP to EPA within 10 days after submittal of the workplan. This revised QAPP shall include a version history page that summarizes the changes made. The Contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the revised QAPP and provide the Contractor with written approval or comments within 15 days of receiving the Contractor's submission. The Contractor shall revise the submitted QAPP within 7 days of receipt, unless otherwise instructed by the EPA WAM.

- If major changes are needed to the existing QAPP, the Contractor shall submit a revised QAPP to EPA within 15 days after submittal of the work plan. When preparing this revised version, the Contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The Contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the revised QAPP and provide the Contractor with written approval or comments within 15 days of receiving the Contractor's submission. The Contractor shall revise the submitted QAPP within 10 days of receipt, unless otherwise instructed by the EPA WAM.

- Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed without a QAPP in place 50 days after submission of the Contractor's work plan.

- Under no circumstances shall field sampling or laboratory analysis activities be conducted prior to receipt of an approved work plan.

- Any non-sampling/non-analytical work that involves the generation, collection, evaluation, analysis, or use of environmental data that is initiated prior to approval of the Contractor's QAPP must be performed in accordance with the QAPP. (The QAPP requirements must be applied retroactively to this period that lasts no more than 50 days from submission of the Contractor's work plan.).

Data Quality Act/Information Quality Guidelines Requirements

The Data Quality Act (also known as the Information Quality Act) requires EPA to ensure that influential information disseminated by the Agency is sufficiently transparent in terms of data and methods of analysis that the information is capable of being substantially reproduced. To support compliance with these data transparency/data reproducibility requirements, EPA plans to include QAPPs as part of any rulemaking record documentation to be made available to the public. The Contractor may claim information in QAPPs as confidential; if the Contractor chooses to do so, the Contractor shall submit a public version and a confidential version at the time the QAPP is submitted for approval by EPA. The public version will be included in the public docket for the applicable rulemaking (or other docket or record), and the confidential version will be included in a non-public (i.e., confidential) portion of the docket (or record).

The procedures of the QAPP used to collect data and information for a project must be transparent and reproducible and meet the requirements of the Data Quality Act for influential information and EPA's and the Office of Water's guidance implementing the Act. EPA's *Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity, of Information Disseminated by the Environmental Protection Agency* (EPA/260R-02-008, October 2002), referred to as "EPA's Information Quality Guidelines," describe EPA procedures for meeting Data Quality Act requirements as do the Office of Water Quality Management Plan (EPA 821-R-09-001) and EPA's Guidance for Quality Assurance Project Plans (EPA 240-R-02-009). Section 6.3 of EPA's Information Quality Guidelines indicate that "especially rigorous robustness checks" should be applied in circumstances where quality-related information cannot be disclosed due to confidentiality issues. Where applicable, the Contractors should indicate which results were obtained using the tools (SOPs, checklists, and guidelines) that the Contractor designates as confidential so that the EPA WAM can easily identify the areas that will require rigorous robustness checks and document that those checks have been performed. At the discretion of the EPA WAM, the Contractors may be requested to prepare pre-dissemination review checklist as described in Section 5.5 of the Office of Water Quality Management Plan, February 2009. If this is required, the EPA WAM will notify the Contractor through written technical direction.

Additional QA Documentation Required

In addition to the QAPP requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this work assignments must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor also shall provide EPA with monthly reports of QA activities performed during implementation of this work assignment. These monthly QA reports shall identify QA activities performed to support implementation of this work assignment, problems encountered, deviations from the QAPP, and corrective actions taken. If desired, the contractor may include this as a part of the contract-required monthly financial/technical progress report.

ATTACHMENT B
Revised 304m Review Methodology

Odd Year:

1. Conduct full TRI/DMR data reviews.
2. Do data QA reviews and follow-up.
3. Calculate TWPEs.
4. Do rankings to 95%.
5. Do preliminary category reviews for industries in the top 95th percentile of TWPE.
6. Research issues raised by stakeholders (such as states or pretreatment coordinators), and in public comment on annual review and preliminary Plan.
7. Prepare abbreviated draft Technical Support Document (TSD).
8. Develop record of support.
9. Prepare the Preliminary 304m Plan.
10. Assist EPA during FAR and OMB review, if required.
11. Assist EPA in publishing final notice of results of the annual review and Preliminary Plan.
12. Assist EPA in dealing with public comment on annual review and Preliminary Plan.
13. Assist EPA in responding to comments on the annual review and Preliminary Plan.
14. Assist EPA in drafting responses to comments and response to comment document for annual review and preliminary Plan.
15. Assist EPA in posting all supporting documents on website.

Even Year:

1. No TRI or DMR review, no rankings, no preliminary category reviews will be conducted
2. Selectively conduct follow-up studies of top priority industries identified in odd year as directed by WAM.
3. Conduct even year annual review using the following options, or other options, as directed by the EPA WAM:

    - Review 303d data for impaired waters due to industry discharges.
    - Examine TMDLs and newly-developed water quality criteria for new pollutants of concern.
    - Review fish consumption advisories to identify pollutants causing the most impact. Match this list to known industrial discharges.
    - Review high priority targeted watersheds for industrial impacts.
    - Review OECA initiatives.
    - Review new emerging contamination problems that may be caused by industry, such as pharmaceutical discharges from pharmaceuticals manufacturers. Review any new analytical methods that would better characterize contaminations problems not currently identified in the screening-level databases.

- Investigate and new more effective technologies for an existing industry category.
- Review public comments and technical conference material to identify new technologies.
- Review OPPT's new chemicals programs, to identify new chemicals and manufacturing processes of interest.
- Match loads to EJ areas using zip code and/or GIS, possibly at the pollutant or regional level. Identify the amount of TWPE in EJ communities.

4. Research issues raised by stakeholders (such as states or pretreatment coordinators), and in public comment on annual review and final Plan.
5. Prepare abbreviated final Technical Support Document (TSD).
6. Develop record of support.
7. Prepare the Final 304m Plan.
8. Assist EPA during FAR and OMB review.
9. Assist EPA in publishing final notice of results of the annual review and final Plan.
10. Assist EPA in dealing with public comment on annual review and final Plan.
11. Assist EPA in responding to comments on the annual review and final Plan.
12. Assist EPA in drafting responses to comments and response to comment document for annual review and final Plan.
13. Assist EPA in posting all supporting documents on website.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-05

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Eval of Industrial Dischargers
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling

	Contract Period	Cost/Fee	LOE
	09/26/2012 To 09/25/2013	$0.00	
This Action:		$416,255.62	
Total:		$416,255.62	

Work Plan / Cost Estimate Approvals

		Cost/Fee	LOE
Contractor WP Dated:	10/26/2012	$510,077.00	5,700
Cumulative Approved:		$510,077.00	5,700

Work Assignment Manager Name: William Swietlik	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1129
	FAX Number:
Project Officer Name: Meghan Hessenauer	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1040
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Brad Heath	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2352
	FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-20

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Peer Review of Cost Methods
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: 3.6

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
Work shall not commence on this work assignment until September 26, 2012.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
09/26/2012 To 09/25/2013		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Tamara Mittman (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-1093 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

PERFORMANCE WORK STATEMENT
ERG Contract EP-C-12-021
WORK ASSIGNMENT #B-02

TITLE: Peer Review of Cost Methods for Performance Standard to Support Stormwater Rulemaking

WORK ASSIGNMENT MANAGER:

Tamara Mittman (4203M)
U.S. EPA Office of Water
1200 Pennsylvania Ave., NW
Washington, D.C. 20460
Telephone No: (202) 564-1093
FAX: (202) 564- 6392

PERIOD OF PERFORMANCE: WA Issuance – October 31, 2012

SOW TASKS: 3.6

BACKGROUND INFORMATION:

EPA has initiated a national rulemaking to strengthen its stormwater program to proactively protect local water quality and help restore impaired waters. Stormwater has been identified as a source of impairment for tens of thousands of miles of rivers, streams, and coastal shorelines, as well as hundreds of thousands of acres of lakes, reservoirs and ponds in the nation. These impairments are largely due to the expansion of the built environment, which alters the natural infiltration capability of the land and generates the discharge of pollutants and erosion of receiving waters.

EPA is considering a performance standard for stormwater discharges from newly developed and redeveloped sites of a certain size threshold. The performance standard is a proactive approach to prevent further impacts as development occurs. Newly developed and redeveloped projects would comply with the performance standard by integrating green infrastructure practices into the design phase of the project. These green infrastructure practices effectively manage the small, frequent storms onsite and prevent impacts in receiving waters.

EPA is conducting a cost benefit analysis as part of the stormwater rulemaking. The goal of the cost analysis is to estimate the incremental cost to developers to comply with the performance

standard, above and beyond existing costs to comply with existing requirements. The incremental cost to developers encompasses several components, including capital costs, long term maintenance and replacement costs, and any opportunity costs that could be incurred by placement of stormwater controls on properties. The incremental cost is a function of both the proposed performance standard and existing local requirements.

PERFORMANCE WORK STATEMENT (PWS)

This work is a continuation of a peer review initiated under ERG Contract EP-C-07-059, which expired prior to the completion of work.

The purpose of this work assignment is to complete an external, independent peer review to evaluate the scientific credibility of the approach used to estimate the reduction in existing infrastructure costs associated with EPA's proposed performance standard. Peer reviewers will evaluate a technical memorandum documenting the approach for estimating the reduction in existing infrastructure costs and will comment on the appropriateness of this approach in the context of the rulemaking.

TECHNICAL OBJECTIVE

The Contractor shall complete the peer review initiated under ERG Contract EP-C-07-059 and prepare a peer review report as specified in this PWS. The Contractor shall perform all activities under this work assignment in accordance with Agency Peer Review Policy procedures outlined in *Science Policy Council Handbook - Peer Review* (EPA 100-B-98-00, January 1998, www.epa.gov).

TASK 1: Prepare a Work Plan

The Contractor shall prepare a detailed work plan that describes the approach to each of the following tasks, including a proposed schedule, staffing plan, and budget for the overall work plan. The Contractor's work plan shall include estimated LOE by task. The work plan shall include procedures to be used for ensuring the absence of any potential or real conflict of interest.

TASK 2 – Conduct Peer Review

Peer reviewers were identified, selected, and briefed on the purpose of this peer review under ERG Contract EP-C-07-059. The technical memorandum and charge questions were also distributed to peer reviewers under ERG Contract EP-C-07-059.

The Contractor shall coordinate with the peer reviewers and monitor their progress to complete the review within one month. Peer reviewers shall conduct their review according to the guidelines detailed in the charge to peer reviewers. Peer reviewers shall respond to the specific questions asked in the charge or briefly indicate why the questions cannot or should not be addressed. It is not necessary that the peer reviewers jointly reach consensus on their findings and recommendations. It is expected that no single peer reviewer would expend more than 40 hours performing the peer review; expending less than 20 hours is not acceptable.

TASK 3 – Prepare Peer Review Report

Upon obtaining comments from the peer reviewers, the Contractor shall assemble and provide to the EPA WAM all unedited peer review comments and any additional materials submitted by peer reviewers. The Contractor shall submit comments from individual peer reviewers as they become available. No summary of peer review comments is required. If the EPA WAM makes a request for clarification of any peer review comment upon receipt, the Contractor shall contact the peer reviewer and obtain the needed clarification.

SCHEDULE AND DELIVERABLES

The Contractor shall provide the following deliverables to the EPA WAM. All text deliverables shall be compatible with Word 2007 and provided in electronic format (i.e., e-mail) to the EPA WAM. Two hard copies and one electronic copy on CD or DVD of all deliverables shall be submitted to the EPA WAM. Two hard copies of any handwritten comments, corrections, or edits provided by the individual peer reviewers on the original materials provided by EPA should be provided to the EPA WAM.

SCHEDULES AND DELIVERABLES

Task 1: Prepare a Work Plan	Due 15 calendar days after receipt of the work assignment.

Task 2: Conduct Peer Review	Completion of peer review due within two weeks of work assignment issuance.
Task 3: Prepare Peer Review Report	Draft report due within one week of receiving comments from peer reviewers. Final report due within one week of receiving comments from EPA WAM.

CONFLICT OF INTEREST

The contractor shall ensure that individual peer reviewers have disclosed any actual or potential conflict of interest and have signed and submitted a Conflict of Interest Form. The contractor must ensure that none of the conflicts disclosed are direct and substantial as to rule out a particular peer reviewer. The Contractor must also adhere to the following requirements regarding conflict of interest.

(1) Upon receipt of the PWS, and prior to commencement of any work, the Contractor shall notify both the EPA Contracting Officer (CO) and Work Assignment Manager (WAM) of any actual or potential organizational or personal conflicts of interest. The Contractor shall not conduct peer review of documents prepared by the Contractor, its subcontractors, or consultants.

(2) The Contractor shall provide a written certification, within 15 days of receipt of a PWS, or similar tasking document, that:
   (a) Either all actual or potential organizational conflicts of interest have been reported to the EPA CO or that no actual or potential organizational conflicts of interest exist. The Contractor is directed to assure that none of the conflicts disclosed are so direct and substantial as to rule out a particular reviewer.
   (b) All personnel who perform work under this PWS or relating to this PWS have been informed of their obligation to report personal and organizational conflicts of interest to the EPA CO.
   (c) The Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this PWS.

(3) If an actual or potential organizational conflict of interest is identified during performance under this PWS, the Contractor shall immediately make a full disclosure in writing to the EPA CO. The disclosure shall include a description of action which the Contractor has taken or proposes to take, after consultation with the EPA CO, to avoid, mitigate, or neutralize the actual or potential conflict of interest.

TRAVEL: No travel is anticipated under this work assignment amendment. Any travel directly chargeable to this amendment must be submitted to and approved by the EPA WAM and Project Officer in advance.

GOVERNMENT RESPONSIBLITITLES

The EPA WAM shall provide to the Contractor electronic copies of (1) technical memorandum documenting the approach for estimating the reduction in existing infrastructure costs and (2) charge questions. The EPA WAM will also provide the Contractor with any references cited in the draft report requested by the peer reviewers.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-20

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Peer Review of Cost Methods
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 09/26/2012 To 09/25/2013	$0.00	
This Action:	$14,873.65	
Total:	$14,873.65	

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated: 10/19/2012	$15,423.00	150
Cumulative Approved:	$15,423.00	150

Work Assignment Manager Name: Tamara Mittman (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-1093 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-20

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Peer Review of Cost Methods
	Base X Option Period Number	

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
09/26/2012 To 09/25/2013		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Tamara Mittman (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-1093 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-12-021
WORK ASSIGNMENT 0-20
AMENDMENT 1

TITLE: Peer Review of Opportunity Cost Method for Performance Standard to Support Stormwater Rulemaking

WORK ASSIGNMENT MANAGER: Tamara Mittman (4203M)
U.S. EPA Office of Water
1200 Pennsylvania Ave., NW
Washington, D.C. 20460
Telephone: (202) 564-1093
FAX: (202) 564- 6392

PERIOD OF PERFORMANCE: Issuance through September 25, 2013

PURPOSE: The purpose of this amendment is to add additional effort in the completion of the tasks listed in this PWS

SOW TASKS: 3.6

BACKGROUND INFORMATION

EPA has initiated a national rulemaking to strengthen its stormwater program to proactively protect local water quality and help restore impaired waters. Stormwater has been identified as a source of impairment for tens of thousands of miles of rivers, streams, and coastal shorelines, as well as hundreds of thousands of acres of lakes, reservoirs and ponds in the nation. These impairments are largely due to the expansion of the built environment, which alters the natural infiltration capability of the land and generates the discharge of pollutants and erosion of receiving waters.

EPA is considering a performance standard for stormwater discharges from newly developed and redeveloped sites of a certain size threshold. The performance standard is a proactive approach to prevent further impacts as development occurs. Newly developed and redeveloped projects would comply with the performance standard by integrating green infrastructure practices into the design phase of the project. These green infrastructure practices effectively manage the small, frequent storms onsite and prevent impacts in receiving waters.

EPA is conducting a cost benefit analysis as part of the stormwater rulemaking. The goal of the cost analysis is to estimate the incremental cost to developers to comply with the performance standard, above and beyond existing costs to comply with existing requirements. The incremental cost to developers encompasses several components, including capital costs, long term maintenance and replacement costs, and any opportunity costs that could be incurred by placement of stormwater controls on properties. The incremental cost is a function of both the proposed performance standard and existing local requirements.

PERFORMANCE WORK STATEMENT

This work is a continuation of a peer review initiated under ERG Contract EP-C-07-059, which expired prior to the completion of work.

The purpose of this work assignment is to pose additional questions to the peer reviewers selected under ERG Contract EP-C-07-059, WA # 4-20 to evaluate the scientific credibility of the opportunity cost method developed to support the cost-benefit analysis for the stormwater rule. Under this work assignment, peer reviewers will revisit the opportunity cost method technical document provided previously, review a supplemental memo of 1-2 paragraphs explaining the need for additional charge questions, and respond to an additional 3-5 charge questions.

TECHNICAL OBJECTIVE

The Contractor shall arrange and coordinate a peer review and prepare a peer review report as specified in this PWS. The Contractor shall perform all activities under this work assignment in accordance with Agency Peer Review Policy procedures outlined in *Science Policy Council Handbook - Peer Review* (EPA 100-B-98-00, January 1998, www.epa.gov).

TASKS

Task 1 – Prepare a Work Plan

The Contractor shall prepare a detailed work plan that describes the approach to each of the following tasks, including a proposed schedule, staffing plan, and budget for the overall PWS. The Contractor's work plan shall include estimated LOE by task. Since the peer reviewers were selected previously, the work plan need not specify the procedures used to ensure the absence of any potential or real conflict of interest.

Task 2 –Contract with Peer Reviewers and Conduct Peer Review

The Contractor shall determine the availability of the peer reviewers previously selected under ERG Contract EP-C-07-059 WA # 4-20 and initiate the peer review effort. The Contractor shall distribute the opportunity cost technical document, supplemental memo, and charge questions to the peer reviewers, as provided by the EPA WAM. The Contractor shall provide the peer reviewers any supplemental information requested by the peer reviewers and deemed necessary by the EPA WAM to complete a thorough review.

If requested by the peer reviewers, the Contractor shall coordinate an initial briefing for the peer reviewers regarding the supplemental memo and charge questions to be reviewed. The briefing will be given by the EPA WAM to the peer reviewers over a conference call. The briefing should be scheduled for 1 hour, during which the peer reviewers can ask the EPA WAM clarifying questions. The Contractor shall coordinate any feedback by email that the peer reviewers would like to give to the EPA WAM during their review.

The Contractor shall coordinate with the peer reviewers and monitor their progress to complete the review within two weeks. Peer reviewers shall respond to the specific questions asked in the charge or briefly indicate why the questions cannot or should not be addressed. It is not necessary that the peer reviewers jointly reach consensus on their findings and recommendations. It is expected that no single peer reviewer would expend more than 4 hours performing the peer review; expending less than 2 hours is not acceptable.

Task 3 – Prepare Peer Review Report
Upon obtaining comments from the peer reviewers, the Contractor shall assemble and provide to the EPA WAM all unedited peer review comments and any additional materials submitted by peer reviewers. The Contractor shall submit comments from individual peer reviewers as they become available. No summary of peer review comments is required. If the EPA WAM makes a request for clarification of any peer review comment upon receipt, the Contractor shall contact the peer reviewer and obtain the needed clarification.

SCHEDULE AND DELIVERABLES

The Contractor shall provide the following deliverables to the EPA WAM. All text deliverables shall be compatible with Word 2007 and provided in electronic format (i.e., e-mail) to the EPA WAM. Task 2 will be initiated once EPA provides the supplemental memo and additional charge questions.

Task 1: Prepare a Work Plan	Due 15 calendar days after receipt of the work assignment.
Task 2: Conduct Peer Review	Completion of peer review due within two weeks of work assignment issuance.
Task 3: Prepare Peer Review Report	Draft report due within one week of receiving comments from peer reviewers. Final report due within one week of receiving comments from EPA WAM.

TRAVEL

No travel is anticipated under this PWS. Any travel directly chargeable to this Work Assignment must be submitted to and approved by the EPA WAM prior to undertaking the travel.

CONFLICT OF INTEREST: same as original WA

GOVERNMENT RESPONSIBLITITLES: same as original WA

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-20

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Peer Review Opportunity Cost
	Base X Option Period Number	

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
This work plan approval incorporates amendment 1.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	09/26/2012 To 09/25/2013		
This Action:		$4,290.17	
Total:		$19,163.82	

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	12/13/2012	Cost/Fee: $3,087.00	LOE: 253
Cumulative Approved:		Cost/Fee: $18,763.00	LOE: 188

Work Assignment Manager Name: Tamara Mittman (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-1093 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-21

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2014	Peer Review of Selenium
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
Work shall not commence on this work assignment until Setember 26, 2012.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period: 09/26/2012 To 09/25/2014 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Charles Delos (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1097 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

PERFORMANCE WORK STATEMENT
ENVIRONMENTAL ENGINEERING SUPPORT
FOR CLEAN WATER REGULATIONS
SOL-CI-12-00022

1.0 PURPOSE

The purpose of this contract is to provide environmental and chemical engineering support to the United States Environmental Protection Agency (EPA), Office of Water (OW), Engineering and Analysis Division (EAD), in developing and implementing clean water regulations. Environmental and chemical engineering support is expected to include professional program managers, engineers, scientists, technicians, and administrative services with experience in Clean Water Act (CWA) regulations, industrial wastewater treatment and monitoring, and pollution prevention technologies. The majority of the proposed work focuses on requirements related to the EAD's activities; however this work may be available for use by other organizations within EPA subject to contract capacity and EAD's permission. All work required under this contract shall be defined in written work assignments issued by the EPA Contracting Officer (CO). The Contracting Officer Representative (COR) reviews all contractor analyses.

2.0 BACKGROUND

The CWA directs the EPA to develop technology based regulations limiting the release of contaminants from industrial processes into the nation's waterways. These national technology based regulations, called effluent limitations guidelines, pretreatment standards, and new source performance standards, apply to existing and new industrial processes that release water directly to surface waters (direct dischargers), as well as to facilities that release water to municipal waste water treatment plants (indirect dischargers). Effluent limitations guidelines (ELGs), pretreatment standards, and new source performance standards are implemented and enforced through National Pollutant Discharge Elimination System (NPDES) permits issued to industrial facilities. See
for additional information on ELGs.

As required by the CWA, Section 304 and 307, the EPA periodically reviews existing regulations and identifies new industrial processes that are not covered by national regulations. The EPA publishes the results of its reviews in a biennial National Strategy Plan ("the Effluent Guidelines Plan"), which the public has the opportunity to comment on. Based on those public comments, the EPA then conducts studies and develops ELGs, pretreatment standards, and new source performance standards for selected industries, or it revises its existing regulations. These technology based regulations are then used when establishing limits in NPDES permits. See http://water.epa.gov/lawsregs/lawsguidance/cwa/304m/ for more information on these activities.

Section 402 of the CWA authorizes the EPA to issue NPDES permits that restrict pollutant discharges. The NPDES permitting process is initiated with the submittal of a

permit application and, in general, permits shall be renewed every five years. When effluent limitations guidelines, pretreatment standards, and new source performance standards are promulgated or revised, the authorized permitting authority is responsible for developing and administering and/or amending the NPDES permits.
The development and implementation of national technology based clean water regulations in the effluent guidelines program has historically taken at least five years. This timeframe is needed for the preparation of legally defensible technical documentation and records that includes public participation during the regulatory process. The EPA has established national effluent guidelines for selected industrial sectors after considering in-depth engineering analyses. The EPA assessed the performance and availability of the best pollution control technologies and pollution prevention practices that were available for that industrial category or subcategory. The effluent guidelines are promulgated for various industrial categories in 40 CFR, Chapter I, Subchapter N- Effluent Guidelines and Standards, Parts 400-471 (or as applicable). The contractor shall provide environmental and chemical engineering support for developing these clean water regulations.

3.0 GENERAL REQUIREMENTS

The majority of the technical support that the contractor shall be tasked with for clean water regulations may include the following industries:

- conventional and unconventional oil and gas extraction,
- energy production,
- seafood processing,
- centralized wastewater treatment,
- municipal wastewater treatment,
- ore mining activities,
- organic chemicals, plastics, and synthetic fibers, and
- inorganic chemicals manufacturing.

The contractor shall also be tasked with reviewing previously regulated and unregulated industries.

The contractor shall perform specific tasks designated in multiple work assignments that include environmental and chemical engineering and other technical support in developing, reviewing, and revising ELGs. The contractor shall also support the EPA in identifying industrial categories discharging pollutants for which the EPA has not yet established ELGs. Specific tasks may include data collection, site visits and field sampling, survey administration, analyses of pollutant treatment technology and pollutant reductions, preparation of technical documents, preparation of the regulatory record, and implementation and litigation support. More details surrounding these specific tasks are outlined in Sections 3.1 through 3.7 below.

The contractor shall provide all services, including labor for the specified level of effort, materials, equipment, and facilities necessary to provide environmental and chemical engineering support.

All products and materials prepared by the contractor shall be delivered, reviewed, and approved by the EPA. The contractor shall not engage in activities of an inherently governmental nature, such as the development of Agency policy or the selection of Agency priorities.

The contractor may be required to contact the industry, EPA Regions, states, local entities, vendors, or the public directly for information or to follow-up on EPA identified issues. In such cases, contractor personnel shall clearly identify themselves as a contractor employee working under an EPA contract.

The contractor may have access to confidential business information (CBI). For information claimed as CBI under the CWA, the contractor shall handle CBI under procedures specified in the approved contract CBI security plan, 40 CFR Part 2 Subpart B, and in accordance with contract requirements and limitations. The contractor shall also administer the same CBI procedures for other regulations and policies that may be affected by the support provided under this contract, including the Safe Drinking Water Act (SDWA); the Resource Conservation and Recovery Act (RCRA), as amended; the Comprehensive Environmental Response, Compensation, and Liability Act of 1986 (CERCLA); the Toxic Substances Control Act (TSCA); and the Federal Insecticide, Fungicide and Rodenticide Act of 1988 (FIFRA). The contractor shall identify the Document Control Officer in its CBI plan; replacements shall require EPA consent. The contractor shall analyze CBI in accordance with contract requirements and limitations. The handling of CBI shall be in accordance with the requirements in Section H of the contract and the "Office of Science & Technology Confidential Business Information (OST-CBI) Application Security Plan" dated December 2007, and located at http://www.epa.gov/waterscience/guide/index.html.

3.1 QUALITY ASSURANCE

3.1.1 QUALITY ASSURANCE/QUALITY CONTROL

The contract shall have an approved Quality Management Plan (QMP) that conforms with Agency Quality Assurance/Quality Control (QA/QC) procedures in the performance of activities under this contract. This QMP should include a discussion of how the contractor will address secondary data (existing data) and coordinate QA/QC with subcontractors and consultants. The contractor shall follow all Agency QA/QC guidelines associated with data collection and data management described in the Office of Water "Quality Management Plan" (EPA 821-R-09-001) published February 2009 or subsequent editions.. EPA 821-R-09-001 may be found at http://www.epa.gov/oamcinc1/1010476/qmp.pdf.

3.1.2 QUALITY ASSURANCE PROJECT PLANS

All work funded by EPA that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized data bases and information systems shall be implemented in accordance with an approved Quality Assurance Project Plan (QAPP). The contractor shall prepare QAPPs in accordance with published EPA guidance or equivalent specifications defined by EPA, as designated in applicable work assignments.

EPA will review and return the QAPPs, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the agency for approval. The Contractor shall not commence work involving environmental data generation or use until the EPA has approved the QAPP or portions thereof affecting the activity. During the period of the contract, the Contractor shall implement all QAPPs approved by EPA.

For more information on EPA's QAPP requirements and guidance see EPA's website at: http://www.epa.gov/quality/qs-docs/r5-final.pdf.

3.1.3 QUALITY ASSURANCE REPORTING

Each published interim and/or final report produced as a result of an activity that required quality documentation shall include, as an integral section of the project report or as an Appendix, a readily identifiable discussion of the data quality of the project. Requirements for reports shall be specified in applicable work assignments and shall include the following items as a minimum:

- Discussions of the quality of data produced/used in terms of precision, accuracy, completeness, method detection limit, and representativeness, or semi-quantitative assessments of data quality, as applicable.
- Limitations or constraints on the use of the data, if any.

3.1.4 DATA INTEGRITY

The awardee and any subcontractor shall adhere to a data integrity code. No person shall participate in:

- the intentional selective reporting of data;
- the intentional reporting of data values that are not the actual values obtained;
- the intentional reporting of dates and times of data analyses that are not the actual dates and times of data analyses; or
- the intentional representation of another's work as one's own.

3.1.5 SUBSTANTIVE CHANGES TO EPA-APPROVED QUALITY DOCUMENTATION

Any substantive changes to the specifications in the EPA-approved QMPs and QAPPs shall be submitted by the contractor to the EPA PO or WAM for review and approval. The contractor shall identify the change and explain the rationale for the change. Revisions to EPA-approved QMPs or QAPPs must be approved by the EPA PO or WAM, as well as the contractor and EPA QA representatives. Implementation of the revision(s) commence(s) only after the contractor receives written EPA approval.

The contractor shall follow appropriate and dynamic quality assurance and quality control (QA/QC) requirements, including those specified in the OW Quality Management Plan (QMP), approved EPA procedures, protocols, and work assignments. QA/QC involves planning, implementation, documentation, assessment, reporting, and improvement to ensure that the engineering services EPA receives are of a known quality and follow defined standards. The EPA Quality System can be found at http://www.epa.gov/quality/qa_docs.html#5360-1.

3.2 SECONDARY DATA COLLECTION

The contractor shall gather existing, available scientific and technical studies, as well as national data on industrial sectors and facilities. Such industry profile data shall include the size of the industry, the facilities, geographic locations, age of the facilities at issue, age of the equipment, unit processes, raw materials, manufactured products, by-products, method of discharge (e.g., direct, indirect), wastewater characteristics, and wastewater treatability. The contractor shall gather information on water use and wastewater treatment/re-use, as well as the management of stormwater. This data is expected to include pollution prevention, water conservation, alternative waste management, wastewater control, stormwater management, and treatment technologies that range from the very best effectiveness to the current average effectiveness. Data shall be gathered on laboratory bench-scale experiments to pilot-scale demonstrations to full-scale operations, as well as technology transfer techniques. The contractor shall gather information on wastewater and stormwater volumes released, and the concentrations of pollutants contained in the releases from industrial processes.

The contractor shall obtain this industrial data by collecting existing information and data from sources identified in work assignments, including sources such as the NPDES permit data, the EPA's Integrated Compliance Information System (ICIS), the EPA's Toxic Release Inventory (TRI), other EPA and government programs and databases, commercial databases, technical and scientific literature, and industry trade associations. The contractor shall obtain copies of articles, reports, journals, data, etc., and prepare a list of references as designated by the EPA in various work assignments.

In addition, the contractor shall conduct an annual review of industrial categories as part of the Effluent Guidelines Plan. The contractor shall identify categories of new and existing industries that directly and indirectly release pollutants into the water using ICIS and TRI databases.

The contractor shall organize, edit, index, evaluate, and compile this data and information, as well as identify data gaps and discrepancies or inconsistencies in the data sources, and provide the resulting technical information in a format designated by the EPA in respective work assignments. The contractor shall clearly document the assumptions made, sources used and not used, and methodological choices made, both conceptually and in data selection.

3.3 SITE VISITS AND FIELD SAMPLING

The contractor shall provide support in conducting site visits and field sampling activities scheduled in consultation with the EPA COR. Specific activities include performing site visits; preparing sampling plans; conducting biological, chemical, radiological, and physical field testing, monitoring, and measurement activities; taking samples of source water, groundwater, stormwater, produced water, process wastewater, intermediate and final treated effluents, process and treatment residuals, hazardous waste, sludge, biosolids, and receiving waters and sediments; measuring selected parameters in the field; preserving, packaging and shipping samples to laboratories; conducting field sampling QA/QC efforts; managing analytical data in spreadsheets, databases, and other formats; and preparing site visit reports and sampling episode reports. Travel shall be required for these activities, and contractor personnel shall clearly identify themselves as contract employees while engaged in those activities.

For field sampling, the contractor shall use EPA approved sample preparation, procedures, and protocols specified in 40 CFR Part 136, as well as non-EPA procedures (i.e., Standard Methods and ASTM International), as specified in individual work assignments.

As specified in work assignments, the contractor may be required to coordinate with the EPA to obtain qualified laboratories to support chemical, physical, radiological, and biological analytical methods and toxicity tests of wastewater, hazardous waste, sludge, biosolids, other water sources, and pollution treatment residuals. The contractor shall also arrange for laboratory analyses for certain parameters that have short holding times, such as microbiological samples. The contractor shall obtain laboratory services in locations around the country to meet analyses and holding time requirements for various projects. All laboratories utilized by the contractor shall be approved in advance by the Work Assignment Manager (WAM).

As specified in work assignments, the contractor may be required to provide quantitative as well as qualitative review of the analytical data generated as a result of EPA sampling events or from outside parties (e.g., industry) with an

emphasis on quality control. Ultimately, the contractor may be required to produce a database of associated analytical data.

3.4 SURVEY ADMINISTRATION

The contractor shall provide technical support to the EPA in designing and administering surveys, managing survey responses, and analyzing survey data. Specifically, the contractor may be tasked with all aspects related to developing a survey, such as developing the questions and format, developing a mailing list, and identifying possible recipients. Consistent with the Paperwork Reduction Act (PRA), Executive Order 12866, and Office of Management and Budget (OMB) requirements, the contractor shall design survey instruments for collection of technical and financial data necessary to assist EPA in its regulatory development, and program and policy implementation. The contractor shall provide support in the preparation of Information Collection Requests (ICRs) and Federal Register Notices (FRNs) which shall accompany a draft survey. The contractor may be required to develop an estimate of burden imposed on the recipients of the survey. The EPA shall make all final decisions regarding burden estimates and other information contained in ICRs. A typical rulemaking project shall involve a short, less than twenty questions, screener survey mailed (electronically if available) to several hundred to several thousand facilities, and a more detailed, more than twenty questions, survey mailed (electronically if available) to several hundred facilities.

The contractor shall also provide support in stratifying, or selecting one or more characteristics of interest, an industrial category to identify a target population for the development of a sampling plan. The contractor shall provide a database specified by the EPA to depict that target population. This shall present the stratified industrial category to allow efficient selection of entities that would receive a survey in accordance with the criteria in sampling plan(s) provided by the EPA. The contractor shall also create a data element dictionary which shall be the key to using the database. The contractor shall also develop survey mailing lists. After the EPA receives OMB clearance for surveys, the contractor shall distribute the surveys approved by the EPA, receive the submissions, and track and monitor the status and location of the surveys. The contractor also shall distribute supplemental information, such as letters notifying facilities that the EPA has selected them for the survey and letters providing supplemental information. The contractor shall provide technical support to the EPA in staffing telephone and email help line operations in support of the EPA's surveys and other data collection or outreach activities. The purpose of the help lines is to assist the selected facilities or entities with potentially complicated questionnaires. The contractor shall only be responsible for questions of a technical nature. All policy related questions shall be referred to EPA staff. The contractor shall receive and review submissions, and follow-up with respondents to obtain missing or incomplete data. The contractor shall implement appropriate procedures for handling CBI responses, and review and code responses. The contractor shall develop and maintain questionnaire databases according to

criteria specified by the EPA, and enter data into those databases. The contractor shall prepare industry characterizations and data outputs based on responses in a format specified by the EPA.

3.5 ANALYSES OF POLLUTANT TREATMENT TECHNOLOGY

The contractor shall provide support to the EPA in characterizing pollutant releases from selected industries, analyzing technology options for establishing and/or revising industry studies and effluent guidelines, and developing methodologies for calculating regulatory compliance costs and pollutant reductions on a national level.

Specifically, the contractor shall support the EPA in assessing the performance and availability of the best pollution control technologies and pollution prevention practices that are available for a selected industry. The contractor shall perform environmental and chemical engineering analyses to identify ranges of pollutant treatment technology. The technology may include waste management, waste control, pollution prevention, and wastewater treatment alternatives to support different levels of effluent limitations guidelines and standards, and other regulatory and non-regulatory areas of investigation. For effluent limitations guidelines and standards, this includes, for direct dischargers, the Best Practicable Control Technology Currently Available (BPT) (CWA 304(b)(1)(B)), the Best Available Technology Economically Achievable (BAT) (CWA 304(b)(2)(B)), the Best Conventional Pollutant Control Technology (BCT) (CWA 304(b)(4)(A)), and New Source Performance Standards (NSPS)(CWA 306); for indirect discharges, Pretreatment Standards for Existing Sources (PSES) (CWA 307(b)) and Pretreatment Standards for New Sources (PSNS) (CWA 307(c)); and Best Management Practices (BMPs) (CWA 304(3)) for control of leaks, spills, run-off, and other point or non-point source discharges. Other non-regulatory approaches may include guidance and/or voluntary programs.

Such environmental and chemical engineering analyses may involve evaluating and comparing data within these industries, as well as comparing it with data from other industries employing the same or similar technologies. The contractor shall clearly document the assumptions made, sources used, and methodology applied. Specific technical environmental and chemical analyses shall be outlined in assigned work assignments; they are likely to include the following subtasks: performance assessment, estimation of compliance costs, estimation of pollutant loading reductions, and an evaluation of alternatives to regulations.

3.5.1 PERFORMANCE ASSESSMENT

The contractor shall document and assess the performance and effects of pollution prevention, water conservation, waste management, wastewater treatment, and stormwater management practices and technologies applicable to selected industries. The contractor shall document and assess the performance and effects of individual practices or technologies, as well as appropriate combinations, in reducing and managing pollutant

releases in to the environment. These performance assessments shall identify and describe the interrelationships among facility operation, wastewater flow, pollutant constituents, and actual and optimum design control and pollution prevention and treatment alternatives for each industrial process and pollutant or groups of pollutants specified by the EPA. These performance assessments shall calculate summary statistics for the concentration of the pollutant of concern throughout the industrial process and this compiled information shall be submitted as a report.

3.5.2 ESTIMATES OF COMPLIANCE COSTS

The contractor shall prepare and document the estimates of the capital and the operation and maintenance costs of compliance for selected industries, based on ranges of technologies to prevent pollution, conserve water, and/or treat wastewater and stormwater. The capital cost estimates shall include treatability and design studies, site preparation, equipment, materials, construction labor, taxes, fees, contingencies, overhead, and land requirements, as appropriate. The operation and maintenance cost estimates shall include, where appropriate, treatment chemicals, residual disposal, operating labor, energy, maintenance, materials, taxes, insurance, and monitoring or other recordkeeping/reporting requirements. The contractor shall give these estimates to the EPA in the file form specified by the COR, which is typically in a spreadsheet format.

3.5.3 ESTIMATES OF POLLUTANT LOADING REDUCTIONS

The contractor shall estimate for each selected pollutant of concern the incremental pollution reductions from raw waste to current discharge levels, and from current discharges levels to each treatment alternative, as directed by the EPA. As a part of these estimates, the contractor shall also identify any transfer of pollutants between environmental media. These estimates shall evaluate the disposition, treatment, and quantities of pollutants released in to each environmental media. The estimates of pollutant loading reductions is a pass through analysis that the contractor shall document in a file form specified by the COR, which is typically in a spreadsheet format.

3.5.4 EVALUATION OF ALTERNATIVES TO REGULATIONS

The contractor shall also provide technical support in evaluating alternatives to regulatory actions for various facilities and industrial categories. Alternatives to regulation may include pollution prevention, best management practices, pollutant management plans, trading, and voluntary compliance initiatives.

3.6 PREPARATION OF TECHNICAL DOCUMENTS

The contractor shall prepare and deliver to the EPA well written technical reports on the projects specified in the various work assignments. Using environmental planning, waste management concepts, and scientific and engineering principles,

the contractor shall produce technical information and reports to support the EPA on the particular projects specified in the various work assignments. The contractor shall assemble information, develop concept memos, first drafts, and draft final reports, as directed in work assignments provided by the EPA WAMs. All deliverables shall be provided to the EPA in the electronic formats specified in the respective work assignments. The contractor shall provide data and documentation to be used by the EPA in its analyses of technical issues and options for regulatory and alternatives to regulatory approaches for selected industries. Formats for documentation may include data summaries, technical reports, guidance manuals, development documents, fact sheets, option papers, or issue papers. The contractor shall clearly describe and document its data and information gathering activities. All sources, characterizations, data interpretations, assumptions, and calculations shall be transparent. The documentation and corresponding records and files shall be organized, indexed, and cross-referenced so that anyone can independently understand the conclusions reached based on the written record alone. The contractor shall provide, for all work products, all supporting documentation for the methodology followed and the conclusion reached.

The contractor shall also compile and organize regulatory records for inclusion in the public record. The contractor shall load record items into the government regulatory database and assign document control numbers to them in coordination with other contractors who are supporting the project. In addition, the contractor shall review public comments and may be required to facilitate peer review of documents as requested. Peer review must follow EPA's Science Policy Council Handbook on Peer Review (EPA/100/B-06/002, January 2006). A link to the Handbook can be found at http://www.epa.gov/peerreview. The contractor shall facilitate technical expert reviews for technical documents. Travel expenses for peer reviewers will not be reimbursed under this contract. The contractor shall provide technical support in facilitating peer reviews and technical expert reviews for scientific and technical materials prepared by OW programs. The number of reviewers required and their qualifications will be specified in the work assignments. It is the responsibility of the contractor to ensure that all peer reviews are conducting a manner to avoid all actual, potential, or apparent conflict of interest. The contractor shall submit the peer reviewers' written comments, with all supporting materials, such as additional references or suggested approaches, to the EPA.

3.7 IMPLEMENTATION SUPPORT

The contractor shall provide technical support for the implementation of outreach, and training activities to permitting authorities. In addition, the contractor shall assist in collecting information for cases under litigation. National clean water regulations that have been promulgated may be challenged in court, and the basis for those clean water regulations are in the rulemaking record. The contractor may be tasked to provide assistance in evaluating and analyzing the rulemaking and planning records. That assistance may be related to issues for one or multiple

records. Under no circumstance shall the contractor develop EPA litigation or negotiation strategy or represent the EPA during any litigation or negotiation proceedings.

Once a national clean water regulation has been promulgated or a publication has been finalized, the EPA delivers the information to stakeholders in the form of outreach and training materials. The contractor shall provide implementation support for new and existing clean water regulations, publications, and NPDES permitting activities. Such support may include developing draft reports, brochures, leaflets, and posters. The contractor may also be asked to prepare draft training material and case studies for workshops, conferences, or training courses. All draft materials shall be submitted to the EPA for review and approval prior to utilization. The contractor shall also provide administrative support in the planning and execution of workshops, conferences, training session, symposia, and public meetings related to implementation of clean water regulations. Meetings shall vary in size, location, topics, and level of documentation. When specified by the EPA, the contractor shall provide logistical support (such as obtaining conference rooms and audio/visual equipment) for meetings, conferences, workshops, or training courses. The contractor shall present portions of the workshops or facilitate discussion among participants. Travel may be required for these activities. Contractor personnel shall clearly identify themselves as contract employees both orally and via the use of identification badges.

The contractor shall provide technical support to the EPA in its effort to assist permitting authorities in implementing and interpreting clean water regulations, development documents, rulemaking records, and published guidance. Specifically, the contractor shall assemble and analyze rulemaking and planning records, and background information for the EPA's use in providing technical support to the permitting authorities. The contractor shall also provide support to the EPA in identifying and analyzing appropriate technologies to achieve water quality based effluent limitations (WQBELs). Based on specific guidance in work assignments, the contractor shall obtain and provide information on such items as guidelines and standards implementation, treatability of toxic compounds, conventional pollutant cost tests, and controls for toxic pollutants or related industries not covered by national categorical regulations. The contractor shall also provide support to the EPA in assessing trading opportunities, including trading between point and nonpoint sources, such as the EPA's ICIS; effluent guidelines and standards rulemaking records; technical and scientific literature; federal, state, and local permit and control authorities; and industry sources for comparisons with other industries with similar permits and standards.

4.0 INFORMATION TECHNOLOGY REQUIREMENTS

4.1 COMPLIANCE WITH INFORMATION TECHNOLOGY REQUIREMENTS

All work performed under this contract shall adhere to the clause EPAAR 1552.211-79, "Compliance with EPA Policies for Information Resources Management", which requires adherence to all Agency directives for performance of any IRM related work.

All contractor work shall be in compliance with pertinent Federal and EPA information processing and telecommunications standards and procedural guidelines. The contractor shall also comply with the Federal Information Processing Standards (FIPS), published by the National Institute for Standards and Technology (NIST). The contractor shall also comply with the EPA's technical and operational standards as issued by its technology services organizations. The contractor shall observe the policies, procedures, and formats published as follows:

Federal Policies and Regulations	
Computer Security Act of 1987, Public Law 100-235	http://csrc.nist.gov/groups/SMA/ispab/documents/csa_87.txt
Section 552a of the Privacy Act of 1974, as amended, 5 U.S.C. § 552a	http://www.justice.gov/opcl/privstat.htm
Section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794(d)	http://www.access-board.gov/sec508/guide/act.htm
Architectural and Transportation Barriers Compliance Board, Electronic and Information Technology (EIT) Accessibility Standards, 36 C.F.R. Part 1194	http://www.access-board.gov/sec508/508standards.pdf
The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201, et seq.	http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf
U.S. Office of Management and Budget (OMB) Circular A-4, Regulatory Analysis	http://www.whitehouse.gov/omb/circulars_a004_a-4/
OMB Circular A-11, Preparation, Submission, and Execution of the Budget	http://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc
OMB Circular A-76, Revised, Performance of Commercial Activities	http://www.whitehouse.gov/omb/circulars_a076_a76_incl_tech_correction
OMB Circular A-119, Revised, Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities	http://www.whitehouse.gov/omb/circulars/a119/a119.html
OMB Circular A-123, Revised, Management's Responsibility for Internal Control	http://www.whitehouse.gov/omb/circulars_a123_rev

OMB Circular A-130, Revised, Management of Federal Information Resources	http://www.whitehouse.gov/omb/circulars_a130_a130trans4
OMB Circular A-131, Value Engineering	http://www.whitehouse.gov/omb/circulars_a131/
OMB Memorandum M-08-27, Guidance for TIC Compliance	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2008/m08-27.pdf
OMB Memorandum M-08-22, Guidance on Federal Desktop Core Configuration	http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2008/m08-22.pdf
OMB Memorandum M-07-24, Updated Principles for Risk Analysis	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-24.pdf
OMB Memorandum M-07-11, Implementation of Commonly Accepted Security Configurations for Windows Operating Systems	http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-11.pdf
OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies	http://www.whitehouse.gov/omb/fedreg_final_information_quality_guidelines
Federal Information Security Management Act of 2002 (FISMA), 44 U.S.C. § 3541, et seq.	http://csrc.nist.gov/drivers/documents/FISMA-final.pdf
U.S. Department of Commerce, National Institute of Standards and Technology (NIST), Special Publication (SP) 800-34, Rev. 1, Contingency Planning Guide for Federal Information Systems	http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf
NIST SP 800-53, Rev. 3, Recommended Security Controls for Federal Information Systems and Organizations	http://csrc.nist.gov/publications/nistpubs/800-53-Rev3/sp800-53-rev3-final.pdf
Federal Continuity Directive 1	http://www.fema.gov/pdf/about/offices/fcd1.pdf
OMB Memorandum M-00-15, Implementing Electronic Signatures in Global and National Commerce Act (E-SIGN)	http://www.whitehouse.gov/omb/memoranda/m00-15.html
Federal Information Processing Standards Publications	http://www.itl.nist.gov/fipspubs/
Guidance On Implementing the Government Information Security Reform Act	http://m.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/m01-08.pdf
Government Paperwork Elimination Act (GPEA), 44 U.S.C. § 3504	http://www.cio.gov/documents/paperwork_elimination_act.html

OMB Memorandum M-96-20, Implementation of the Information Technology Management Reform Act of 1996	http://www.whitehouse.gov/omb/memoranda/m96-20.html
OMB Memorandum M-97-16, Information Technology Architectures	http://www.whitehouse.gov/omb/memoranda/m97-16.html
Presidential Decision Directive - PDD-62, Fact Sheet – Combating Terrorism	http://fas.org/irp/offdocs/pdd-62.htm
Presidential Decision Directive - PDD-63, White Paper - The Clinton Administration's Policy on Critical Infrastructure Protection	http://fas.org/irp/offdocs/pdd/pdd-63.htm
Presidential Decision Directive - PDD-67, Enduring Constitutional Government (ECG), Continuity of Government (COG), and Continuity of Operations (COOP)	http://fas.org/irp/offdocs/pdd/pdd-67.htm
NARA Electronic Records Management (ERM) Guidance on the Web	http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html
OMB Memorandum M-05-24, Implementation of Homeland Security Presidential Directive (HSPD) 12 - Policy for a Common Identification Standard for Federal Employees and Contractors	http://www.whitehouse.gov/omb/memoranda/fy2005/m05-24.pdf

EPA Policy and Procedures	
EPA Data Standards	http://www.epa.gov/fem/data_standards.htm
Information Management & Information Technology Policies Applicable to Contractors Performing Work Under Contracts With EPA	http://www.epa.gov/irmpoli8/
EPA Web Guide	http://www.epa.gov/epafiles/
IRM Policy Manual	http://www.epa.gov/irmpoli8/archived/polman/index.html
Agency-wide Quality System Documents	http://www.epa.gov/quality/qa_docs.html#5360-1
Policy to Assure Competency of Organizations Generating Environmental Measurement Data under Agency Funded Acquisitions	http://www.epa.gov/fem/pdfs/fem-lab-compentency-policy.pdf

4.2 IRM POLICIES, STANDARDS AND PROCEDURES
http://www.epa.gov/irmpoli8/policies/index.html
All contractor work shall be in compliance with the 2100 Series [(2100-2184) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

4.3 REGISTRY OF ENVIRONMENTAL APPLICATIONS AND DATA
http://www.epa.gov/epahome/data.html
A contractor developing or enhancing an information resource shall first conduct a thorough search of existing information resources, through means such as READ, to ensure development/enhancement of information resources does not duplicate existing information resources. If potential duplication is determined, the contractor shall consult with the EPA Work Assignment Manager to ensure that existing information resources are optimally utilized in conjunction with the information resource being developed and/or enhanced by the contractor. For any development/enhancement of information resources, the contractor shall work with the EPA on inserting/updating resource description information in READ.

4.4 DATA STANDARDS AND ENVIRONMENTAL DATA REGISTRY (EDR)
http://iaspub.epa.gov/sor_internet/registry/datareg/home/overview/home.do
Any development/enhancement of information resources (information resources include systems, databases, and models/web applications that utilize information in OW systems and databases), as well as any data products flowing to or from EPA information resources, shall adhere to the data standards detailed in the EDR.

4.5 MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS http://www.epa.gov/storet/
Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of a contract, grant, or cooperative agreement activities shall be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. When entering data, the contractor shall use its company name as the entity for data it collected.. The contractor shall report to the EPA the quality control of the data it uploaded.

4.6 NATIONAL HYDROGRAPHY DATASET (NHD) INDEXING
http://www.epa.gov/waters/
Data related to OW programs that is required to meet the EPA Latitude/Longitude Standard shall also be indexed to the NHD, using the EPA OW standard formats available on the WATERS website. Exceptions include groundwater data and data that is related to points greater than two miles from the United States coastline. The WATERS website describes EPA tools and training that are available for NHD indexing.

4.7 WEB STANDARDS

All software (including web pages) development shall be done in consultation with the COR/Alternate COR according to functional requirements and design found in the following documents. All work performed by the contractor shall also adhere to the government policies and guidance in the following manuals:

EPA Standard Operating Procedures for the Development and Review of Publications: Printed, Web, and Other Media: (http://www.epa.gov/productreview/index.html)

EPA Web Guide: http://www.epa.gov/epafiles/

EPA Section 508 Accessibility Guide: http://www.epa.gov/accessibility/

Guide for Developing Usable and Useful Web Sites (Usability Guidelines): http://www.usability.gov/

EPA Information Resources Management (IRM) Policy: http://www.epa.gov/irmpoli8/policies/index.html

All manuals shall be made available to the contractor through the EPA CO or the COR or Alternate COR at the time the Request for Proposal is provided. Contractors shall be familiar with all requirements prior to commencement of work.

5.0 ENVIRONMENTAL JUSTICE

Executive Order 12898 (Environmental Justice) directs federal agencies to focus on minority and low-income populations in implementing their programs, policies, and activities. Consistent with the Agency's continuing commitment to environmental justice and for the fair treatment of all people, the contractor shall notify the EPA COR of minority and low-income populations, as well as populations with differential patterns of subsistence consumption of fish and wildlife, likely to be affected by a program, policy, or activity associated with work done under the contract. Additionally, the contractor shall identify any disproportionately high and adverse human health or environmental effects of the program, policy, or activity of concern on these populations.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-21

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Peer Review of Selenium
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
This purpose of this Work Plan approval is to incorporate the Contractor's Revised Work Plan dated October 26, 2012.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 09/26/2012 To 09/25/2013	$0.00	
This Action:	$7,277.95	
Total:	$7,277.95	

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated: 10/26/2012	$9,795.00	125
Cumulative Approved:	$9,795.00	125

Work Assignment Manager Name: Charles Delos (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1097 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Sandra Stargardt-Licis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-26

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Support on Secondary Treatment
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 10/11/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	09/26/2012 To 09/25/2013		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Samantha Lewis (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1058 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

Performance Work Statement
Contract EP-C-12-021
Work Assignment 0-26

Title: Support for EPA Response to NRDC Petition on Secondary Treatment

Work Assignment Manager: Samantha Lewis
EPA/OW/OST/4303T
1200 Pennsylvania Ave., NW
Washington, DC 20460
Phone: (202) 566-1060
Fax: (202) 566-1053
E-mail: lewis.samantha@epa.gov

Alt. Work Assignment Manager: Donald Anderson
EPA/OW/OST/4303T
1200 Pennsylvania Ave., NW
Washington, DC 20460
Phone: (202) 566-1021
Fax: (202) 566-1053
E-mail: anderson.donaldf@epa.gov

Period of Performance: October 11, 2012 through January 15, 2013

1.0 PURPOSE:

The purpose of this work assignment is to provide contractor tasks to support EPA's development of its response to a petition to revise the definition of secondary treatment to include nutrient controls.

2.0 BACKGROUND:

In a petition for rulemaking dated November 17, 2007 Natural Resources Defense Council (NRDC) requested EPA to revise the definition of "secondary treatment" applicable to publicly owned treatment works (POTWs), pursuant to Section 304(d)(1) the Clean Water Act and as implemented in regulations promulgated by EPA and found in 40 CFR Part 133, specifically at Section 133.102. NRDC requested that EPA change the definition of secondary treatment to include nutrients, nitrogen and phosphorous. Under a former contract, 68-C-02-095, the contractor developed cost estimates for POTWs to add nutrient controls. In developing these costs, the contractor relied on information reported by POTWs in the 2004 Clean Water Act Needs Survey (CWNS) and the Permit Compliance System (PCS) to gauge the existing level of treatment at POTWs. The contractor prepared a draft report that included a summary of the costs and the underlying methodology. Recently, EPA updated the information on the existing level of treatment at POTWs using information reported to the 2008 CWNS and Integrated Compliance Information Systems (ICIS) but has not yet updated the cost estimates. As a result of more recent litigation on this petition, EPA agreed to provide a response to the petition during calendar

year 2012. This work assignment involves work elements aimed at supporting EPA's response to the petition.

3.0 GENERAL WORK ASSIGNMENT REQUIREMENTS (PWS Section 3.0)

Deliverable Formatting and Terminology

Throughout this work assignment, the contractor shall provide draft and final documents to EPA in electronic format, with hard copy format also provided when directed by the work assignment manager. The contractor shall discuss the computer file formats to be used for word processing, spreadsheet, database and graphics with the EPA WAM prior to file preparation.

Travel

Non-local travel by the contractor employees and/or subcontractors will not be required to support the scope of this work assignment.

Confidential Business Information

The contractor shall, at all times, adhere to Confidential Business Information (CBI) procedures when handling industry information. The contractor shall manage all reports, documents, and other materials and all draft documents developed under this work assignment in accordance with the procedures set forth in the "Security Plan for Handling Confidential Business Information Under the Clean Water Act" (September 2002) or its successor approved plans.

Identification as Contracting Staff

To avoid the perception that contractor personnel are EPA employees, contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and visiting field sites. When speaking with the public the contractor should refer all interpretations of policy to the EPA WAM.

Limitation of Contractor Activities

The contractor shall submit drafts of all deliverables to the EPA WAM for review prior to submission of the final product. The contractor shall incorporate all EPA WAM comments into all final deliverables, unless otherwise agreed upon by the EPA WAM. The contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), PO, and WAM.

Deliverable Due Dates

For the purpose of developing this work plan, the contractor shall assume the deliverable due dates in the tables for each task presented further. Major technical deliverables shall be subject to internal contractor peer review by an expert(s) not directly involved in the mainstream Work Assignment tasks. Deliverables will be prepared with proper adherence to EPA style and format requirements.

4.0 DESCRIPTION OF TASKS (PWS Section 3)

Task 1 Manage and Report

The Contractor shall develop a work plan describing the necessary steps and estimated hours to

complete each of the tasks included in this work assignment. The work plan shall also include a list of the key personnel to participate in the work assignment. The Contractor shall also estimate direct costs such as travel, computer cost, typing, etc.

The Contractor shall provide electronic copies of the monthly progress reports to the EPA WAM and PO. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties.

In addition to the monthly progress reports, the Contractor shall prepare monthly and mid-monthly status summaries to the EPA WAM and EPA PO. The monthly and mid-monthly status reports shall list the following information by task: summaries of costs and LOE expended for the reporting period; a table of hours by personnel for each task; and the cumulative hours (LOE) and dollars (and the percentage of each) expended for each task. The mid-monthly and monthly summaries of costs and expenditures LOE shall be provided prior to the progress report. These reports and summaries shall use the same format as the Contractor currently uses to report such information for other work assignments.

TASK 1 – DELIVERABLES	**DEADLINES**
Work Plan	• In accordance with contract requirements
Progress Reports	• monthly
Mid-Monthly Reports	• mid-month
A CBI program in compliance with the requirements of EP-C-12-021and the requirements of the Contractor's CBI Plan.	• ongoing

Task 2 Quality Assurance

Background

Quality Assurance Project Plans (QAPPs) are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1A2 and implementing guidance CIO-2105-P-01-0. All projects that involve the generation, collection, analysis and use of environmental data must have an approved QAPP in place prior to the commencement of the work. Examples of these environmental data operations are provided in Table 1-1 below.

Table 1-1. Examples of work that involves the collection, generation, evaluation, analysis, or use of environmental data.

Item	**Examples**
Data	Includes field sampling information (sample location information, flow measurements, temperature, pH, physical observations, etc.), laboratory measurements (e.g., chemical, physical, biological, radiological measurements), data collected from questionnaires, economic data, census data, and any other

Table 1-1. Examples of work that involves the collection, generation, evaluation, analysis, or use of environmental data.

Item	Examples
	types of existing data (i.e., data generated for a different purpose or generated by a different organization
Data generation	Includes field studies, laboratory studies, and generation of modeling output
Data collection	Includes field surveys, questionnaire surveys, literature searches, and third party data
Data evaluation	Includes data inspection, review, assessment, and validation
Data analysis	Includes statistical, engineering, and economic analysis, and testing, evaluation, and validation of methods and models; database creation, data extraction and data manipulation
Data Use	Any use of data to support EPA decisions, regulations, policy, publications, or tools (including effluent guidelines, 304(m) program, standards, environmental assessments, and models, tools, or reports disseminated by EPA to assist other organizations in implementing environmental programs)

Note that QAPPs are required for the development or revision of models and software that support the generation, collection, evaluation, analysis, or use of data. (A model is set of equations and assumptions used to predict unknown data.) When existing models are used as a tool to generate or evaluate data, the project QAPP shall describe the model, how the model will be used, and how the model's output will be evaluated to ensure it meets the overall quality objectives for the project. Development or revision of new models also shall be supported by a QAPP that describes the objectives for the model, the quality criteria that shall be applied to the model, and the procedures for evaluating whether the model meets those criteria.

QA Project Plan Requirements

The work to be performed by the Contractor under this work assignment involves the collection, generation, evaluation, analysis or use of environmental data under Tasks 3 and 5. The work being performed under these tasks are a continuation of some portions of work previously initiated under a precursor to this contract. Although a QAPP was prepared to support the activities specified in the precursor to this work assignment, the current work assignment includes new tasks and activities that were not specifically addressed in the previous QAPP. These new tasks and activities include the following: Tasks 3 and 5.

Upon receipt of this work assignment, the Contractor shall review the attached QAPP for Secondary Treatment and update it only to the extent necessary to reflect the new tasks/activities listed above. The revised QAPP shall provide enough detail to clearly describe the:

- Objectives of Task 3 and 5 that involve environmental data operations
- Updated information, as necessary, on the Type of data to be collected, generated, or used under these tasks to support the project objectives— including search engines, federal

databases, EPA data bases— as a well as a rationale for when those databases are appropriate and what data available in each will support the project
- Quality objectives needed to ensure the data will support the project objectives; and
- QA/QC activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

The revised QAPP shall include specific performance criteria and measures that will be used to verify that data generated, collected or used in this work assignment meet those criteria. If a database or other electronic tool (e.g., model, spreadsheet, etc) will be created for the project, the QAPP must describe how the database or electronic tool will be documented (e.g., data element dictionary, user manual, SOP, or other means appropriate for the project), the controls to ensure accurate data entry (when data from another source are manually entered into the database), data transfer (when data are transferred from one electronic medium to another), or data merging (when data from multiple databases or electronic media are merged into a single database). The text of the QAPP also must explicitly reference tools, such as SOPs, checklists, and guidelines that the contractor will use in the project to document data quality. The QAPP must include the tools as attachments for EPA's review, and acceptance.

When modifying the attached QAPP for Secondary Treatment, the Contractor may choose to reference specific areas of the Programmatic QAPP being developed under a separate work assignment as long as those areas of the Programmatic QAPP contain a sufficient level of detail to address the requirements specified above regarding the project and quality objectives, type of data, QA/QC activities (including data management and data handling strategies), performance criteria, database or other electronic tools, and SOPs, checklists, guidelines, etc.

TASK 2 – DELIVERABLES	**DEADLINES**
Updated Draft QAPP	Within one week of work plan submission
Final QAPP	Within one week of technical direction from WAM

Task 3 General Technical Response Support

Upon written technical direction from the WAM, the contractor shall support EPA in developing the petition response and/or in responding to inquiries from other EPA offices and management. Support includes responding to requests for data and analysis and drafting or editing technical portions of the response such as those related to costs of nutrient controls at POTWs (to be calculated under Task 5) and the factors that affect those costs as well as the nationwide achievability of certain nitrogen and phosphorus limitations. The Contractor shall respond to written Technical Direction from the EPA WAM using information provided or cited by the EPA WAM along with any other pertinent information gathered or developed by the Contractor in response to such requests. Forms of output may include data displays, summary reports, supporting records, and/or draft petition response language. For purposes of preparing a work plan, the contractor shall assume there shall be approximately ten (10) written technical directives most of which will require quick turn-around.

TASK 2 – DELIVERABLES	DEADLINES
Response support	2 days after receiving technical direction, or as specified in technical direction, from the WAM

Task 4: Maintain Record

The contractor shall assemble and maintain a complete, accurate, and detailed record of all documents relevant to this effort. Both a non-CBI version, appropriate for submission to a court, and, if necessary, a confidential record containing a complete set of CBI, will continue to be maintained. The index of rulemaking record materials shall be submitted to the EPA WAM on November 1 and December 3 and the final index and all documents shall be delivered no later than completion of the Work Assignment or when directed by the EPA WAM in writing.

TASK 2 – DELIVERABLES	DEADLINES
Maintain both the paper and the electronic the records	Ongoing throughout the period of performance
Submit draft index of record materials to EPA WAM	November 1, 2012 and December 3, 2012
Submit record documents and index	Upon completion of the Work Assignment or written technical direction from the EPA WAM

Task 5 Update Costs for Nutrient Control at POTWs

The contractor shall update previously developed representative POTWs, costing methodologies, representative costs and nationwide scaled costs for POTWs to incorporate nutrient controls, and the accompanying documentation. This includes the following:

- Revising the previous representative POTWs, representative POTW costing methodology, and scale-up methodology (to determine nationwide costs), as appropriate, to incorporate more recent data gathered by EPA from the 2008 CWNS and ICIS on POTW treatment
- Revising representative facility costs and nationwide cost estimates to incorporate the more recent 2008 data above.
- Compiling any readily available additional sources of cost information and data for POTWs which have incorporated nutrient removal, such as from the recent EPA task force report on nutrient control for the Chesapeake Bay and the record for nutrient control in Florida coastal waters, in order to present a reasonably broad array of site-specific costs incurred to upgrade to achieve nutrient control
- Assisting EPA in developing a record document that describes all data sources used in the costing effort; the limitations of the data/sources; and the methodology and results of the revised costing effort.

TASK 5 DELIVERABLES	DEADLINES
Draft revised methodology	Within 7 days after technical direction
Final revised methodology	Within 2 days after technical direction
Revised representative facility and nationwide cost estimates	Within 7 days after technical direction
Draft record document	Within 7 days after technical direction
Final record document	Within 7 days after technical direction

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-26

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Support on Secondary Treatment
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 10/11/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 09/26/2012 To 09/25/2013	$0.00	
This Action:	$88,317.98	
Total:	$88,317.98	

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated: 11/09/2012	$52,566.00	488
Cumulative Approved:	$52,566.00	488

Work Assignment Manager Name: Samantha Lewis	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1058
	FAX Number:
Project Officer Name: Meghan Hessenauer	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1040
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Brad Heath	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2352
	FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-29

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Steam EEG Reg Support
	Base X Option Period Number	

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
Work shall not commence on this work assignment until September 26, 2012.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
09/26/2012 To 09/25/2013		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ronald Jordan (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1003 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

Performance Work Statement
Contract EP-C-12-021
Work Assignment 0-29

Title: Steam Electric Effluent Guidelines Regulatory Support

Work Assignment Manager (WAM): Ronald Jordan

Alternate Work Assignment Manager: Jezebele Alicea-Virella

Task Manager (Task 4): William Swietlik

Period of Performance (POP): September 26, 2012 through September 25, 2013

I- Purpose:

The purpose of this work assignment is to guide the contractor identifying tasks that need to be performed to provide regulatory support to EPA in the development of effluent limitations guidelines and new source performance standards (ELGs) for the steam electric power generating point source category (40 CFR Part 423).

II- Introduction:

The Clean Water Act directs EPA to develop national regulations placing limits on the pollutants that are discharged by categories of industry to rivers and streams or to sewage treatment plants. This work assignment supports EPA's development of effluent limitations guidelines and standards (collectively referred to as ELGs) for the steam electric power generating point source category (40 CFR Part 423).

Key tasks under this work assignment include

- technical support in planning and scoping rulemaking activities;
- analyzing data collected by an industry questionnaire;
- characterizing steam electric power plant facilities, operations, and wastewater discharges;
- evaluating wastewater sampling data collected during EPA sampling episodes or industry self-monitoring activities, including assisting EPA's development of numeric effluent limitations;
- evaluating the treatability of high concentrations of dissolved mercury;
- estimating the cost for installing pollution control technology or implementing process changes, quantifying associated pollutant reductions, and evaluating environmental improvements associated with regulatory control options;
- preparing technical support documents and memoranda describing the technical analyses, including the methodologies used and results, conducted to support EPA's regulatory options for proposed revisions to effluent guidelines;

- compiling and organizing the rulemaking record for proposed regulations, including associated docket preparations;
- compiling and organizing public comments received during public comment period of proposed rule, and assisting with the review of comments and the development of written technical responses to the comments;
- Evaluate technical data submitted in technical comments and revise technical methodology and analyses, as appropriate, to respond to technical comments;
- providing technical support for site visits and other activities, including public meetings.

II- General Work Assignment Requirements (PWS Section 3.0)

Deliverable Formatting and Terminology

Throughout this work assignment, the contractor shall provide draft and final reports to EPA in electronic format, with hard copy format also provided when directed by the work assignment manager. The EPA WAM and contractor will use the terminology defined in Attachment A to improve the deliverable review process. The contractor shall discuss the computer file formats to be used for word processing, spreadsheet, database and graphics with the EPA WAM prior to file preparation. The EPA WAM will identify for the contractor which documents will be posted on EPA's Effluent Guidelines webpage (http://water.epa.gov/scitech/wastetech/guide/steam_index.cfm). These documents posted to the Effluent Guidelines webpage must be Section 508 compliant.[1]

Travel

Non-local travel by the contractor employees and/or subcontractors will be required to support the scope of this work assignment (e.g., site visits and public meetings). The contractor shall provide specific travel details and costs in a request for travel approval by the EPA WAM and the EPA Project Officer (PO) before each trip occurs (as specified by the contract per clause H.32).

Confidential Business Information

The contractor shall, at all times, adhere to Confidential Business Information (CBI) procedures when handling industry information. The contractor shall manage all reports, documents, and other materials and all draft documents developed under this work assignment in accordance with the procedures set forth in the "Security Plan for Handling Confidential Business Information Under the Clean Water Act" (September 2002) or its successor approved plans.

Identification as Contracting Staff

1 See http://www.epa.gov/epahome/accessibility.htm.

To avoid the perception that contractor personnel are EPA employees, contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and visiting field sites. When speaking with the public the contractor should refer all interpretations of policy to the EPA WAM.

Limitation of Contractor Activities

The contractor shall submit drafts of all deliverables to the EPA WAM for review prior to submission of the final product. The contractor shall incorporate all EPA WAM comments into all final deliverables, unless otherwise agreed upon by the EPA WAM. The contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), PO, and WAM.

Deliverable Due Dates

For the purpose of developing this work plan, the contractor shall assume the deliverable due dates in the tables for each task presented further. Major technical deliverables shall be subject to internal contractor peer review by an expert(s) not directly involved in the mainstream Work Assignment tasks. Deliverables will be prepared with proper adherence to EPA style and format requirements.

III- Tasks

Task 1 – Program Management (PWS Section 3.0)

The contractor shall develop a work plan describing the necessary steps for each task; list of the personnel projected to participate; direct and indirect costs such as labor, travel, and sampling supplies; and estimated hours to complete this work assignment.

The contractor shall prepare and submit electronic monthly progress reports to the EPA WAM and PO. This progress report will document the costs incurred and work performed during the previous accounting period, and the work planned for the current accounting period.

In addition to a monthly progress report, the contractor shall prepare mid-monthly and monthly status summaries to the EPA WAM and EPA PO. The mid-monthly and monthly status reports shall list the following information by task: summaries of costs and LOE expended for the reporting period; a table of hours by personnel for each task; and the cumulative hours (LOE) and dollars (and the percentage of each) expended for each task. The mid-monthly and monthly summaries of costs and expenditures LOE shall be provided prior to the progress report. These reports and summaries shall use a format similar to that used by the contractor to report such information for WA 8-29. The contractor shall inform the EPA CO, PO and WAM in writing when 50%, 75%, and 90% of the allocated hours or dollars have been expended.

TASK 1 – DELIVERABLES	
Deliverable	**Due Date**
Work Plan	In accordance with contract requirements
Monthly Progress Reports	Monthly
Monthly & Mid-monthly Status Summaries	Mid-monthly and monthly

Task 2 – Quality Assurance (PWS Section 3.0)

Tasks included in this work assignment are continuing work for the steam electric effluent guidelines regulatory support approved under WA 9-29 of a previous contract (Contract number 68-C-02-095). A copy of the approved QAPP is included in this package. See Attachment B for effluent guidelines development process.

Task 3 – Industry Profile, Wastewater Characterization, and Treatment Technology Evaluations (PWS Section 3.1, 3.2, 3.4, 3.4.1, 3.4.2, 3.4.3, 3.4.4, 3.5, 4.0)

The contractor shall support EPA in collecting and analyzing the information necessary to develop effluent guidelines regulations for the steam electric power generating point source category.

Site Visits:

The contractor shall prepare for, participate in and document facility site visits. At the direction of the EPA WAM, the contractor shall support EPA in identifying appropriate plants at which to conduct site visits and will assist in identifying site visit objectives and questions. These site visits will provide EPA with background information on this industry sector. For planning purposes, the contractor should assume that there will be approximately three site visit trips over the course of this work assignment, with the typical trip reviewing operations at two power plants. Site visit locations have not yet been identified and the actual number of sites ultimately visited may differ slightly from the three trips currently projected, but this represents the cost and LOE order of magnitude that EPA anticipates will be required.

Note: All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA Project Officer as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the Project Officer.

The contractor shall provide draft reports of each site visited to the EPA WAM for review. Once the EPA WAM's comments are incorporated, the contractor shall provide the EPA WAM with a revised draft report to send to the facility contact for review and comment. The contractor shall incorporate facility comments and finalize the report for inclusion in the administrative record. If the facility has claimed "Confidential Business Information" (CBI), the contractor shall prepare a

sanitized version of the report for the public record.

EPA will use site visit information, sampling data, industry survey data, and other sources gathered under previous WA 9-29 to continue work on the following subtasks. The contractor shall continue work on subtasks for final proposed rule and as public comments are received from the proposed rule, the contractor shall revise information as appropriate to support proposed revisions of ELGs. Under this work assignment contractor shall work on the following subtasks:

- Characterize Pollutant Discharges:
  The contractor shall compile available data and characterize wastewater generation and pollutant discharges from steam electric power plants. Wastewater sources shall be characterized in terms of flow, frequency of discharge, and the types and amounts of pollutant constituents to determine the total pollutant discharge load. This task includes EPA sampling data, data from industry sampling events, and existing sources of long-term monitoring data appropriate for use in characterizing treatment system performance or establishing effluent limitations for wastewater discharges. As part of this effort, the contractor shall participate in the International Water Conference (San Antonio, Texas) in November 2012 to obtain newly-released information on the state-of-the-art treatment for FGD and coal gasification wastewaters.

- Industry Profile:
  The contractor shall update EPA's profile of the steam electric industry. The profile shall be updated to include relevant information for fossil- and nuclear-fueled steam electric power plants, although greatest emphasis shall be placed on characterizing the coal-, oil-, and petroleum coke-fired plants/units with wet FGD systems and wet ash handling practices. The characterization data shall be compiled in a manner that facilitates sorting the information to analyze whether age, coal type, scrubber type, or other factors are relevant for subcategorizing operations and potential effluent guidelines requirements.

- Analyses of Industry Survey Data:
  The contractor shall provide technical assistance in reviewing industry responses to an information collection request (also referred to as ICR or questionnaire) for the steam electric power generating industry. As EPA continues efforts to develop revised effluent guidelines and investigates additional wastestreams or different aspects for ash, FGD or leachate discharges, missing or erroneous responses may necessitate additional follow up with survey recipients to collect missing information, clarify survey responses, and request additional data from plants where appropriate. The contractor shall provide data summaries and analyses based on questionnaire data, and related tasks based on written technical direction from the EPA WAM. In addition, the contractor shall analyze survey data to develop national estimates or other descriptive statistics for the industry and its operational practices, wastewater generation, and discharges as specified in written technical direction.

- Technology and Process Change Evaluations:
  The contractor shall provide technical assistance in identifying and evaluating candidate pollution control technologies for power plant wastewater, particularly emerging technologies. The technology assessments shall include review of ion exchange processes

(e.g., boron-specific and mercury-specific resins) and physical/chemical processes for removing selenium. The contractor shall also assist in the development and execution of a study to evaluate the treatability of FGD wastewater containing high concentrations of dissolved mercury.

- Calculate Compliance Costs and Pollutant Reductions for Regulatory Options:
  The contractor shall estimate facility-level and industry-level costs for facilities to comply with candidate regulatory options, and quantify the facility-level and industry-level pollutant reductions that would result from installing pollution controls. These cost and pollutant reductions estimates may be determined on an individual facility-specific basis, or they may be evaluated using a set of prototype facilities and then using these results to estimate total industry values.

- Prepare Technical Development Document and Supporting Documentation:
  A draft technical development document was developed under previous WA 9-29 and the contractor shall prepare a final TDD that summarizes the key data collection and analysis activities for the effluent guidelines rulemaking for proposed rule. The TDD shall include descriptions of EPA's wastewater sampling program, the industry survey, site visits, industry self-monitoring data, treatment technologies, industry profile, wastewater characteristics, regulatory options, compliance cost and pollutant reduction estimations, and non-water quality environmental impacts.

TASK 3 – DELIVERABLES	
Deliverable	**Due Date**
• First draft of site visit reports	• Within 3 weeks after the site visit
• Revised draft of site visit reports	• Within 3 weeks following receipt of comments from EPA WAM review
• Final site visit reports	• Within 3 weeks following receipt of facility comments
• "Sanitized" site visit reports	• Two weeks after delivery of final site visit report, if required by CBI concerns
Draft facility-level and industry-level compliance costs and pollutant reductions (for Final Rule in response to comments on Proposed Rule)	July 31, 2013
Assessment of emerging pollution control technologies (Including ion exchange and selenium removal technologies)	January 15, 2013

TASK 3 – DELIVERABLES	
Deliverable	**Due Date**
Profile updates and analyses of industry survey data	By written technical direction
Final TDD for Rule Proposal	December 10, 2012
Initial draft TDD for Final Rule	August 31, 2013

Task 4 - Environmental Engineering Analyses (PWS Sections 3.4, 3.4.1, 3.5)

The contractor shall provide technical support to EPA to analyze key environmental impacts and potential environmental improvements of steam electric power plant effluent guideline revisions and prepare final reports and other supporting documentation of these analyses as directed. The contractor shall also conduct analyses for deriving the potential benefits of different technology options. The contractor shall cooperatively participate on the Contractor(s) - EPA Team supporting the environmental engineering and benefits analysis work. Specific activities under this task include the following:

- Review the Office of Resource Conservation and Recovery (ORCR) risk assessment for the Coal Combustion Residuals (CCR) rule and other sources to assess usefulness to the steam electric environmental engineering work.
- Conduct national scale water quality analysis, proximity analysis for impaired waters and drinking water intakes, regional loads evaluations, and ecological and human health risk analyses.
- Conduct water quality analysis to address new regulatory options or to fulfill harmonization efforts with the ORCR CCR rule. For purposes of estimation costs for this work assignment a total of 6 runs is planned.

TASK 4 – DELIVERABLES	
Deliverable	**Due Date**
Review of CCR risk assessment work and other products to assess usefulness to the steam electric environmental engineering work.	By written technical direction

Complete national scale water quality analysis, proximity analysis for impaired waters and drinking water intakes, regional loads evaluations, and ecological and human health risk analyses.	October 15, 2012
Conduct water quality analysis to address new regulatory options or to fulfill harmonization efforts with the CCR rule.	By written technical direction
Final EA Report for Proposed Rule	December 10, 2012

Task 5 – Coordination/Harmonization of ELG and CCR Analyses (PWS Section 3.4, 3.4.1, 3.4.2, 3.4.3, 3.5, 3.6)

The contractor shall estimate the incremental compliance costs, pollutant reductions, and other environmental effect measures for revisions to the steam electric ELGs, relative to full implementation of a CCR rule. The contractor shall use for this analysis information provided by the EPA WAM, along with information prepared by ORCR and its contractors for the CCR rule. Such analyses shall evaluate the degree to which CCR rule implementation will trigger facility actions that eliminate or reduce ELG compliance costs, and how CCR implementation will affect pollutant reductions and other measures of environmental improvement that would be achieved by ELG revisions.

TASK 5 – DELIVERABLE	
Deliverable	**Due Date**
Final incremental compliance costs & pollutant removals (ELG relative to CCR)	October 22, 2012

Task 6 – General Technical Support (PWS Section 3.0, 3.5, 3.6)

Using information provided by the EPA WAM, along with information gathered or developed by the contractor, the contractor shall assemble information and perform analyses related to power plant discharges as directed by the EPA WAM through written technical direction. Much of the information used is expected to be an outgrowth of data collected under the other tasks of this work assignment. The tasks may include work such as support in preparing or gathering data for presentation at technical meetings, summarizing data to brief management on aspects of

power plant operations, or preparing materials and participating in meetings, conferences and workshops to support EPA's outreach activities to the public, industry, and regulatory authorities. These materials may include reports, brochures, leaflets, posters, or other presentation materials. For purposes of preparing a work plan, the contractor shall assume there will be approximately ten written technical directives.

TASK 6 – DELIVERABLE	
Deliverable	**Due Date**
General technical support (as described above)	By written technical direction

Task 7 – Record Support (PWS Section 3.0, 3.5)

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings, including preparing electronic versions of documents for the Agency's electronic docket system and preparing non-CBI versions of documents for public release. The contractor shall maintain an index of record materials and deliver the index to the EPA WAM quarterly. Upon written technical direction, the contractor shall deliver record documents to the electronic docket.

In addition, the contractor shall provide support in responding to Freedom of Information Act (FOIA) requests for records. Such support includes researching existing documentation to identify potentially responsive records, and assisting EPA in compiling responsive documents. For purposes of developing the work plan, the contractor should assume that there will be three FOIA requests for which support described above may be required.

TASK 7 – DELIVERABLES	
Deliverable	**Due Date**
Index of record materials	Quarterly
Identify/compile FOIA-responsive records	By written technical direction
Index of items in the docket for the proposed rule	By written technical direction
Complete the upload of documents to the docket for the proposed rule	By written technical direction

Task 8 - Regulatory Support (PWS Section 3.5, 3.6)

The contractor shall assist EPA's development of revised regulations and implementing policies related to the Steam Electric Power Generating Effluent Guidelines. Technical support under this task shall include preparing text for use in Federal Register preambles, providing technical assistance in developing revisions to the regulations, and assisting in the development of notices of data availability. Tasks may also include providing supporting information and documentation for regulatory option packages, briefings, and selected analyses and data summaries. Deliverables under this task may include quick-response tasks.

TASK 8 – DELIVERABLE	
Deliverable	**Due Date**
Draft text for inclusion in Federal Register preambles and notices of data availability; draft regulatory text	By written technical direction

Task 9 – Response to Public Comments (PWS Section 3.5, 3.6, 4.0)

The contractor shall provide technical support to EPA's efforts to respond to public comments received on the proposed rule. This support may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; coding comments and entering the comments into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting responses. Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

TASK 9 – DELIVERABLES	
Deliverable	**Due Date**
Outline of subject area/topics that will be used to organize similar comments (i.e., coding comments)	1 month following publication of proposed ELGs
Compile comments (consistent with subject area outline) from key stakeholders (e.g., UWAG, EIP, Earthjustice)	1 week following the close of public comment period

Complete comment coding, database entry, and assignments for comment responses	1 month following close of public comment period
Draft response to public comments received for proposed rule	By written technical direction
Monthly report of status of comment response activities	Monthly

Attachment A

Improving the Deliverable Review Process

Work Assignment 0-29 involves the production of several types of written products ranging from deliberative memos to published reports. The general work flow is for EPA to provide written guidance to the contractor on the development of these products. The contractor then develops the initial versions of these products. EPA reviews and revises these documents prior to finalization. Several iterations of development, review, and revision may be necessary prior to product finalization. The EPA WAM and contractor will use the following terminology and clarify the expectations for each deliverable via written direction.

Clarification of Terminology

One way for EPA to anticipate the amount of EPA review necessary for a contractor deliverable would be to better define the phase or version of the document in the development, review, and revision process. The following terms will be used in describing the phase or version of the contractor's deliverables: Concept Memo, First Draft, and Draft Final. These phases are described below.

Concept Memo – A document used to present ideas for discussion. The writing style is not necessarily formal and may be as simple as presenting a list of ideas or options. The concept memo is considered an internal deliberative document and may be the result of prior topic discussions (and brainstorming meetings) between EPA, the contractor, and other stake-holders. EPA does not expect this type of document to have received senior technical review or the input of a technical editor. However, the concept memo is expected to have received some level of review (*e.g.*, an internal contractor "peer-to-peer" review) prior to delivery to EPA. Based on past experience, a concept memo is most useful as a tool to guide EPA in determining the desired audience and structure of a future "public-ready" work product.

First Draft – An early version of a document that will ultimately be "public-ready". The document may still be an internally deliberative product. The writing style is clear but formal. The audience and structure (such as outline or questions to be answered) have been previously defined by and reviewed with EPA. This version is considered appropriate for senior technical review, particularly to confirm that the document answers the questions it is meant to address and that the document is appropriate for the intended audience. It is reasonable to expect that senior technical review may lead to further conversations with EPA. EPA's review of the deliverable is intended to confirm that ideas and concepts are presented as intended.

Draft Final – A "public-ready" document that is ready for distribution to an internal audience (*e.g.*, EPA workgroup) or external audience (*e.g.*, EPA's Docket). The contractor shall confirm with EPA the intended audience for this document. Additionally, this version of the document incorporates EPA's comments on the previous versions of the document. Prior to submission to EPA the document will be reviewed by a technical editor to ensure consistency with the Executive Memorandum on 1 June 1998 directing the Executive Departments and Agencies to

write in plain language. Specifically, the technical editor will revise the document to address the following questions.[2]

- Is the document organized to serve the needs of readers?
- Does the document explain how it is organized and how to use it?
- Does the document start with items of most interest to reader?
- Are the chapter, table, and figure titles descriptive and helpful to readers in finding specific information more easily?
- Are complicated topics summarized before describing all the details?
- Does the document use the active voice?
- Does the document include only information readers actually need?
- Does the document use easy-to-read design features like lists, tables, graphics, and "white space"?
- Are citations for references clearly identified and does the reader know how to gain access to these references?

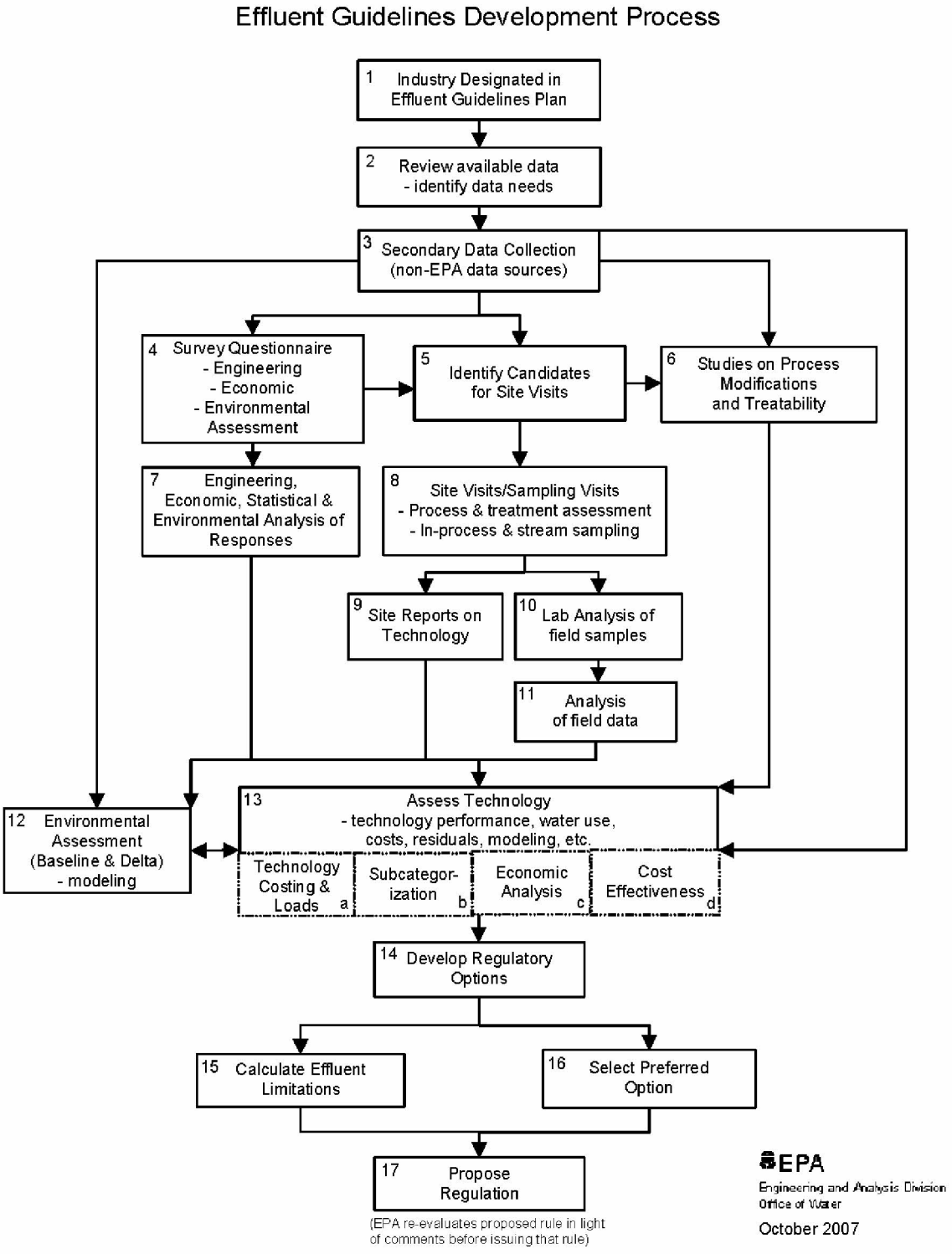
Additionally, the contractor will get approval from EPA on any other style sheets for Draft Final documents.

Clarification of EPA's Expectations for Deliverables

The deliverable review process can be improved if EPA clearly states its expectations for when senior technical review should take place and the purpose of the review. Specifically, EPA should identify for the contractor the "big-picture" objectives and questions for the senior technical review to address. The review should be able to comment on the clarity of the document and whether the document met the objectives and answered the questions identified by EPA. The contactor will share with EPA a summary of the review.

2 These questions were modified from the following EPA's website: http://www.epa.gov/plainlanguage/faqs.htm

Attachment B



EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-29

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Steam EEG Reg Support
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period	Cost/Fee	LOE
	09/26/2012 To 09/25/2013	$0.00	
This Action:		$1,197,720.00	
Total:		$1,197,720.00	

Work Plan / Cost Estimate Approvals

		Cost/Fee	LOE
Contractor WP Dated:	10/26/2012	$1,125,105.00	12,150
Cumulative Approved:		$1,125,105.00	12,150

Work Assignment Manager Name: Ronald Jordan	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1003
	FAX Number:
Project Officer Name: Meghan Hessenauer	Branch/Mail Code:
(Signature) (Date)	Phone Number: 202-566-1040
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Brad Heath	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2352
	FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-29

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Steam EEG Reg Support
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	09/26/2012 To 09/25/2013		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Ronald Jordan (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1003 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

Performance Work Statement
Contract EP-C-12-021
Work Assignment 0-29
Amendment 1

Title: Steam Electric Effluent Guidelines Regulatory Support

Work Assignment Manager (WAM): Ronald Jordan

Alternate Work Assignment Manager: Jezebele Alicea-Virella

Task Manager (Task 4): William Swietlik

Period of Performance (POP): July 23, 2013 through September 25, 2013

I- Purpose:

The purpose of this work assignment Amendment 1 is to increase the level of effort (LOE) and revise the deliverables to reflect the additional technical support required to meet EPA's schedule for developing revised effluent guidelines for the steam electric power generating point source category (40 CFR Part 423). This Amendment 1 does not change the technical scope of the work assignment tasks currently approved under WA 0-29.

Under WA 0-29, the contractor is providing support to the development of EPA's effluent limitations guidelines and standards (collectively referred to as ELGs) for the steam electric power generating point source category (40 CFR Part 423). Amendment 1 includes the following:

- Increase the level of effort by 1,300 hours – due to greater LOE required for record compilation and sanitization (larger record than anticipated) and large number of requests for CBI plant specific data required contractor to perform further analyses of potential CBI deducibility.
- Adding under Task 2.3.2 that the contractor will participate in 2013 International Water Conference.
- Revise the deliverables under Task 3 due to new rule schedule. The deliverables included below are removed from current option period since they will not be completed due to revised project schedule.
    - Draft facility-level and industry-level compliance costs and pollutant reductions (for Final Rule in response to comments on Proposed Rule)
    - Initial draft TDD for Final Rule

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-29

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2014	Steam EEG Reg Support
	Base X Option Period Number	

Contractor: EASTERN RESEARCH GROUP, INC.

Specify Section and paragraph of Contract SOW: See PWS

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
This Work Plan Approval incorporates Amendment 1.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 09/26/2012 To 09/25/2014	$1,125,105.00	12150
This Action:	$117,484.00	1,300
Total:	$1,242,589.00	13,450

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated: 08/08/2013	$117,484.00	1,300
Cumulative Approved:	$1,242,589.00	13,450

Work Assignment Manager Name: Ronald Jordan (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1003 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-35

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013 Base X Option Period Number	Eval on Hydraulic Fracturing

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	See PWS

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:
Work shall not commence on this work assignment until September 26, 2012.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
09/26/2012 To 09/25/2013		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Leigh DeHaven (Signature) (Date)	Branch/Mail Code: Phone Number: 202-564-1974 FAX Number:
Project Officer Name: Meghan Hessenauer (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:

Performance Work Statement
Contract EP-C-12-021
Work Assignment 0-35

Title: Evaluation of Information on Hydraulic Fracturing

Work Assignment Manager:
Leigh DeHaven
Room RRB 51152
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FAX (202) 565-2911
dehaven.leigh@epa.gov

Alternate Work Assignment Manager:
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Washington, DC 20460
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FAX (202) 565-2911
briskin.jeanne@epa.gov

Task 9 Work Manager:
Lisa Matthews
U.S. EPA Office of Research and Development
1200 Pennsylvania Avenue NW (8104 R)
Washington, DC 20460
202-564-6669 (office)
202-577-4035 (cell)
matthews.lisa@epa.gov

Period of Performance: September 26, 2012 to September 25, 2013

Note: All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA Project Officer as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the Project Officer.

Background:

EPA is preparing a study of the potential impacts of hydraulic fracturing on water resources.

The contractor shall follow up on work conducted under WA 9/35 of the previous contract. The contractor shall provide technical support and expertise for analyses. Analyses may include,

evaluating data from a survey of facilities, analyzing well file data, analyzing different technologies related to hydraulic fracturing, preparing briefings and outreach materials, assisting in report synthesis and conducting other similar technical analyses that fall within the contract Performance Work Statement (PWS).

Throughout this work assignment, the contractor shall provide draft and final reports to EPA in electronic and hard copy formats. The contractor shall discuss the computer file formats to be used for word processing, spreadsheet, database and graphics with the EPA WAM prior to file preparation. For some of the work assignment tasks, the contractor will have to access and work with confidential business information (CBI) in accordance with the procedures set forth in the contractor's CBI plan and the TSCA CBI Protection Manual.

Travel

Under Task 8 Pavillion Peer Review Meeting ERG staff will be required to travel to Wyoming to coordinate a 1-2 day peer review meeting. ERG will also be subcontracting with 5-7 peer reviewers who will require travel, per diem and accommodations. For purposes of preparing a work plan, the contractor shall assume there will be 3 ERG Staff and 5-7 Peer Reviewers.

Note: All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA Project Officer as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the Project Officer.

Confidential Business Information

The contractor will, at all times, adhere to Confidential Business Information (CBI) procedures when handling industry information. The contractor will manage all reports, documents, and other materials and all draft documents developed under this work assignment in accordance with the procedures set forth in the contractor's CBI plan and the EPA TSCA CBI Protection Manual. See Task 8 for more details.

Meetings

To avoid the perception that contractor personnel are EPA employees, contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties or visiting field sites.

Limitation of Contractor Activities

The contractor will submit drafts of all deliverables to the EPA WAM for review prior to submission of the final product. The contractor will incorporate all EPA WAM comments into all final deliverables, unless otherwise agreed upon by the EPA WAM. The contractor will adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), PO, and WAM.

WORK ASSIGNMENT TASKS 1 - 9

Task 1 - Program Management (Work Plan, Monthly Reports, & Mid-Month Statements)

The contractor shall prepare and submit a detailed work plan that outlines the approach and

methodology that shall be used to perform the tasks identified in this Work Assignment. The work plan shall specify the work to be done for each task, and the allocation of personnel, hours and budget by task and deliverables. The work plan shall be submitted to the EPA PO/WAM by 15 days after WA receipt. The contractor may begin work upon receipt of the work assignment while the work plan is under development.

This task also includes contract management such as communications between EPA Contracting Officer Representatives and their respective contractor counterparts. These communications would concern the progress made on the work assignment tasks and coordination of activities to facilitate optimal contractor performance.

The contractor shall provide electronic copies of the monthly progress reports to the EPA WAM, Alternate WAM and PO. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties.

In addition to the monthly progress reports, the contractor shall prepare monthly and mid-monthly status summaries to the EPA WAM Alternate WAM and EPA PO. The monthly and mid-monthly status reports shall list the following information by task: summaries of costs and LOE expended for the reporting period; a table of hours by personnel for each task; and the cumulative hours (LOE) and dollars (and the percentage of each) expended for each task. The mid-monthly and monthly summaries of costs and expenditures LOE shall be provided prior to the progress report. These reports and summaries shall use the same format as the contractor used to report such information for work assignment 9-35. The contractor shall email copies to the EPA PO, WAM, Alternate WAM and task managers.

TASK 1 – DELIVERABLES	**DEADLINES**
Work Plan	• In accordance with contract requirements
Progress Reports	• monthly
Work assignment summaries	• mid-monthly and monthly

Task 2 Quality Assurance Project Plan (QAPP)

The contractor shall update the QAPPs as developed under the previous period of performance (WA 9/35). The majority of the technical direction issued under the previous period of performance, including the development of a QAPP for a database for public comments, carries over to this new period of performance.

The contractor shall re propose and implement QA procedures that were in effect under the previous period of performance to assure that the data base and other products are developed, data entry completed, and data summary prepared in a complete and accurate manner. These QA procedures are documented in a QAPP (Quality Assurance Project Plan) prepared per applicable requirements in "EPA Requirements for Quality Assurance Project Plans" (QA/R-5) available at http://www.epa.gov/quality/qa_docs.html. When revising the QAPP, the contractor shall review comments on previous 2012 Hydraulic Fracturing Study QAPPs from Battelle and make any

"necessary" revisions. Please contact the WAM for a copy of the Battelle QA report. This QAPP will be posted on the EPA ORD Hydraulic Fracturing website for public viewing.

Upon receipt of written technical direction, the contractor shall amend the QAPPs. The contractor shall revise the amended QAPPs in response to comments from EPA WAM and appropriate QA Manager. The contractor shall prepare the edited QAPP incorporating the EPA WAM's and QAM's comments, if required. After receiving notification of approval by the WAM, the contractor shall adhere to the revised QAPPs.

The contractor shall document QA activities in any major deliverable. Work conducted under a QAPP shall be included in progress reports at least quarterly unless otherwise directed by the EPA WAM and include QA performed, problems encountered, deviations from the QAPP and corrective actions taken.

TASK 2 – DELIVERABLES	**DEADLINES**
QAPP	• Resubmit updated QAPP from Previous Contract (WA 9/35). • 30 days after receipt of specific technical direction or as specified in the specific technical direction.
QA progress reports	• quarterly (each due on the 15th of November, February, May and August respectively)

Task 3: Electronic Format for Data Reporting

Upon receipt of technical direction, contractor shall develop an electronic format organization and reporting of regarding hydraulic fracturing. EPA will provide a list of the qualitative, quantitative, and narrative data elements to the contractor. The contractor shall propose an electronic format such as an excel spreadsheet format that will make it easy for EPA to extract and analyze the data. To the extent practical (in order to minimize short and long term costs), the contractor shall base the format on formats developed under the previous period of performance or for OW that have been used to collect data from industry. The contractor shall develop the appropriate coding to extract information submitted in the spreadsheet and prepare it for analysis. For the purpose of budgeting, the contractor shall assume that one spreadsheet shall be developed. The spreadsheet will follow up on a similar deliverable prepared under previous periods of performance, but with different content.

TASK 3 - DELIVERABLES	**DEADLINE**
Draft Excel format Final Excel format	• 14 days after receipt of work assignment • Within 7 days of EPA comments
Documentation memos	• Within 14 days of Technical Direction

Task 4 General Technical Support

Using information provided by the EPA WAM, along with information gathered or developed by the contractor, the contractor shall assemble information and perform analyses related to hydraulic fracturing as specified by the EPA WAM through written technical direction. The

tasks may include work such as support in preparing or gathering data for presentations at conferences, summarizing data to brief management on aspects of hydraulic fracturing, or preparing materials and participating in meetings, conferences and workshops to support EPA's outreach activities to the public and industry. These materials may include reports, brochures, leaflets, posters, or other presentation materials. Contractor will provide assistance in synthesizing reports including editing and creating text, tables and graphics. The technical direction will also require 508 compliance editing. For purposes of preparing a work plan, the contractor shall assume there will be approximately twelve (12) written technical directives requiring quick turn-around.

Note: All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA Project Officer as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the Project Officer.

TASK 4 – DELIVERABLE	**DEADLINES**
General technical support (as above)	• Within 7 days of receiving written technical direction

Task 5: Record Support:

The contractor shall continue work which was started under a similar task in WA 9-35. The contractor shall assemble and maintain a record of all documents relevant to the hydraulic fracturing study. The contractor shall contact the EPA Docket to ensure that the record will meet the docket's requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the EPA WAM quarterly. The record documents and index are to be delivered to the EPA WAM upon completion of the Work Assignment or when directed by the EPA WAM in writing. Finally, the contractor shall provide supporting information for briefings and support on FOIAs (i.e. locating and supplying the EPA WAM with relevant information from the record to be used in the Agency's response to the FOIA) as directed in writing by the EPA WAM. For purposes of developing the workplan, the contractor shall assume that there will be one FOIA for which support described above may be required.

TASK 5 – DELIVERABLES	**DEADLINES**
Maintain both the paper and the electronic the records	• Ongoing throughout the period of performance
Submit index of record materials to EPA WAM	• Quarterly (each due on the 15th of November, February, May and August respectively)
Submit record documents and index	• Upon completion of the Work Assignment or written technical direction from the EPA WAM
Briefing / FOIA Support	• Requests to be supplied within 14 days

Task 6 CBI Procedures

During the course of the work assignment, the contractor may be required to access and evaluate CBI. As such, the contractor shall adhere to EPA's CBI policy and procedures as described in the contract statement of work, Section 1.2. The contractor must obtain CBI security clearance to use CBI information (Refer to Section H of the schedule for security requirements). The contractor shall utilize CBI information in accordance with contract requirements and limitations, including TSCA CBI security plan.

TASK 6 – DELIVERABLES	DEADLINES
A CBI program in compliance with the requirements of contract 68-C-02-095 and the requirements of the contractor's CBI Plan.	• Ongoing

Task 7: Well File Review

EPA issued an information request in which EPA request approximately 300 well files in total from 9 oil and gas companies. The contractor shall continue work under the last contract from information provided by the 9 oil and gas companies (potentially directly from the companies or via EPA.) The contractor shall review the material and recommend an organization approach in a manner to facilitate evaluation by EPA. Upon approval of an organization approach, the contractor shall organize the material. The contractor shall prepare a completeness check and an index of the material. The contractor shall deliver the organized material to EPA in an organized fashion. Upon receipt of technical direction that specifies an objective for analysis and an approach, the contractor shall evaluate the information provided under this task and prepare written evaluation of the material to EPA. The contractor shall conduct this work in a manner consistent with the QAPP prepared under Task 2. To the extent that the information has been designated as Confidential Business Information (CBI), the contractor shall handle the material in a manner consistent with the CBI procedures established under this work assignment (Task 6).

TASK 7– DELIVERABLES	DEADLINES
• Discs with organized material and index • Written evaluation specified in technical direction	• Final 7 days from receipt of information from the 9 companies • 7 days from receipt of technical direction.

Task 8: Pavillion Peer Review Meeting

As a continuation of work completed in the last period of performance (Previous Contract ERG WA 9/35), the contractor shall select and coordinate a scientific peer review panel and peer review meeting. The total number of peer review panel members shall be 5-7. The peer review meeting shall include an opportunity for the scientific peer review panel to provide their comments and the public to provide oral and written comments to the peer review panel.

The contractor shall convene the peer review panel in a public meeting to be held in Cheyenne, WY. EPA estimates that the meeting shall take at least one but no more than 2 days and utilize

2-3 ERG staff.

The contractor shall find a location for the panel meeting large enough to comfortably accommodate not only the peer review panelist, but also the public. The contractor shall endeavor to find a government space (such as the EPA regional office). If no suitable government space is available, the contractor shall document such lack of availability and identify at least 3 options for alternative spaces. Upon approval of a particular space option by the WAM, the contractor shall assure that the room is reserved (rented if necessary) and that arrangements are made for key logistics. The contractor shall propose key logistics such as, but not limited to: preregistration of attendees and speakers, audio-visual equipment, room layout, recommendations related to note taking or similar means to document the event, etc) and the use of a court reporter/stenographer to record the proceedings. The contractor shall provide both the draft and final report on the peer review meeting to EPA.
In addition to the panel members, the contractor shall provide sufficient on-site support to assure smooth running of the meeting. For the purpose of budgeting, assume 5-7 panel members and 2-3 meeting implementation staff to attend the meeting in Cheyenne, WY for a total of 3 days (to allow for set up before the public meeting)

Pavillion Peer Review Schedule (To Be Determined by the EPA WAM (TBD) and issued via Technical Direction)

TBD	EPA review and revise technical charge per docket comments. Review CD#1 to ensure all scientific and technical documents and docket comments to data are included.
TBD	Peer review panel notified and confirmed
TBD	EPA report, technical charge, ERG letter of instructions, public comments to date, and supplemental materials (CD #1) provided to the peer review panel by ERG
TBD	ERG contacts potential meeting facilities to obtain availability
TBD	ERG, in consultation with EPA, selects a meeting venue in Wyoming and receives contract.
TBD	ERG distributes the USGS and the EPA Phase 5 report to reviewers with instructions (CD #2)
TBD	Extended public comment period closes
TBD	ERG compiles and send out remaining public comments to peer reviewers (CD#3)
TBD	Peer reviewers submit individual pre-meeting comments to ERG
TBD	ERG distributes pre-meeting comments to review panel to read prior to the meeting; copies to EPA
TBD	**Proposed dates for Peer Review Meeting in Wyoming** (w/ 1 day for observer comments)
TBD	Peer reviewers submit post-meeting final comments to ERG
TBD	ERG distributes draft meeting summary report to panel for review; copy to EPA
TBD	ERG submits the transcription of the peer review meeting to EPA
TBD	ERG incorporates panel member and EPA edits, and finalizes meeting summary report
TBD	ERG submits final deliverables to EPA

Schedule and Deliverables associated with Task 8	***Due Date***
Compilation of Public Comments for peer reviewers	TBD by EPA WAM
Compilation of Documents for Peer Reviewers to review (CDs)	TBD by EPA WAM
Pre meeting notes to EPA and Peer Reviewers	TBD by EPA WAM
Draft Peer Review report to EPA	TBD by EPA WAM
Final Peer review report to EPA	TBD by EPA WAM

Task 9: Support for Hydraulic Fracturing Technical Roundtable Meetings and Workshop Support –(Task Manager: Lisa Matthews)

EPA is enhancing the stakeholder outreach efforts related to the Study of the Potential Impacts of Hydraulic Fracturing on Drinking Water Resources. As part of this effort, EPA will regularly engage technical experts from key stakeholder groups, including industry, environmental groups, states/tribes and academia, in order to assure that we have ongoing access to a broad range of expertise and data outside the Agency, improve public understanding of the goals and design of the study, obtain timely and constructive feedback on data and analysis developed in the study, and assure that EPA is current on changes in industry practices and technologies so the report of results reflects an up-to-date picture of hydraulic fracturing operations.

ORD plans to hold five separate Technical Roundtable meetings with invited experts for each stage of the water cycle on November 14-16, 2012 in Washington DC. These meetings would be held in EPA meeting space and would be ½-day meetings. Both EPA and industry will present, followed by Roundtable discussion, giving individual technical experts an opportunity to comment on information for the Hydraulic Fracturing Research Study on Drinking Water Impacts. The Roundtables will help identify specific technical topics which may warrant further discussion for follow-on Technical Workshops. These Technical Workshops are expected to commence in mid to late January 2013 and occur approximately every 3-4 weeks as needed. A different set of experts will need to be identified to be invited to the technical workshops. Technical information that is discussed at the roundtable meetings and workshops will be further discussed in follow-up webinars to engage the broader stakeholder community. The Technical Roundtables will be reconvened in Spring/Summer 2013 to discuss what we learned from the technical workshops and present and discuss EPA's scientific research approach and progress.

The Contractor would support the roundtable meetings and the workshops by providing meeting support and logistics. The contractor may also provide a professional meeting facilitator for these meetings and workshops. This work will include preparing meeting materials, note taking, preparing a concise summary of meeting and discussion highlights for each meeting, and assisting with support activities such as collecting individual input from participants, and compiling and analyzing information.

The contractor shall assist with the preparation of meeting materials, including development of graphics, PowerPoint presentations and other materials.

For budgeting purposes, plan on five separate Hydraulic Fracturing Technical Roundtable meetings in Washington, DC using EPA space with 2 staff. Plan on six 1-day Technical Workshops in Washington, DC, one using rental space and the other using EPA space using 2-3 contractor staff supporting these roundtables and workshops which may have may have 15-20 and 10-15 invited participants, respectively.

Schedule and Deliverables associated with Task 9	***Due Date***
Compilation of Roundtable Meeting Notes	November 29
Compilation of Workshop Meeting Notes	5 business days following workshop

Task 10: Support Peer Review of Individual Hydraulic Fracturing Study Projects

The contractor will assist in the logistics for the internal EPA Peer Review process. This peer review would cover individual projects that are part of the 2014 Hydraulic Fracturing study on Drinking Water impacts. The peer review will likely be conducted using letter style review for individual peer reviewer remarks. Case Studies may requirer a panel peer review. Remarks for all peer reviews would be compiled for EPA.

Schedule and Deliverables associated with Task 10	***Due Date***
Compilation Peer Reviewer Remarks	TBD

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-35

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-12-021	09/26/2012 To 09/25/2013	Eval on Hydraulic Fracturing
	Base X Option Period Number	

Contractor	Specify Section and paragraph of Contract SOW
EASTERN RESEARCH GROUP, INC.	See PWS

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 09/26/2012 To 09/25/2013

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period	Cost/Fee	LOE
	09/26/2012 To 09/25/2013	$0.00	
This Action:		$326,026.29	
Total:		$326,026.29	

Work Plan / Cost Estimate Approvals

		Cost/Fee	LOE
Contractor WP Dated:	10/26/2012	$407,554.00	3,979
Cumulative Approved:		$407,554.00	3,979

Work Assignment Manager Name: Leigh DeHaven	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-564-1974 FAX Number:
Project Officer Name: Meghan Hessenauer	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-1040 FAX Number:
Other Agency Official Name:	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Brad Heath	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2352 FAX Number: